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LIBRS SPECIFICATIONS

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This document is NOT NCS-X Compliant and should NOT be used as a reference in developing NCS-X compliant software.

SEGMENT DESCRIPTIONS

The data elements that make up the LIBRS data structure are grouped into eighteen (18) segments and three (3) levels.

The first level includes the Submission Header and the Submission Trailer Segments. There should be one Submission Header Segment at the beginning of an agency's data and one Submission Trailer Segment at the end of an agency's data.

In level 2 a Zero Records segment is used if the agency does not have incidents to report for the reporting period. The second level also includes the base segments for an incident. Each incident's data is grouped together and defined using a combination of level 2 segments and level 3 segments.

The third level is the data expansion level. This level of records is used to collect multiple occurrences of a data field or group of fields under each level 2 segment.

This arrangement of multiple level segments is being used to eliminate the collection limits and the wasted data space in the current system that is caused by blocking repeated data elements in groups of ten (10) or less.

Submission Header Segment: A level 1 segment contains classification information about the data being submitted. There must be only one Submission Header Segment record for each agency's submission. This segment must be the first record in the submission.

Administrative Segment: A level 2 data segment provides administrative information regarding the overall incident.

Administrative Modification Segment: A level 3 data segment allows an unlimited number of Louisiana Revised Statutes to be listed. This segment is to be used when the Administrative Segment is being update or modified, and will indicate which offenses are being exceptionally cleared. This segment is only used when the original incident is not on the state database (Action Type must be "W" = Time- Window Submission).

Offense Segment: A level 2 data segment includes information about an offense within the incident.

Property Segment: A level 2 data segment is used to submit information regarding property affected by the incident.

Property Description

Segment:

A level 3 segment allows unlimited property descriptions to be submitted. This segment is to be used for all property, including seized drugs.

Property Modification

Segment:

A level 3 data segment allows an unlimited number of Louisiana Revised Statutes to be specified. This segment is to be used when property has been recovered. This segment shows the original offense for which the property is being recovered when the original incident report is not on the state database (Action Type must be "W" = Time-Window Submission).

Offender Segment:

A level 2 data segment lists suspected offender(s).

**Offender Using Segment/
Gaming Motivation:**

A level 3 data segment contains codes for the "Offender Suspected of Using/**Gaming Motivation**" data element.

Victim Segment:

A level 2 data segment contains information about the victim of the incident.

Victim Injury Segment:

A level 3 data segment is used to indicate the types of injuries a victim sustained.

**Victim/Offender Relation
Segment:**

A level 3 data segment shows the victim to offender relationship.

Arrestee Segment:

A level 2 segment lists persons arrested for commission of offenses within the incident.

Arrestee Armed Segment:

A level 3 data segment allows the listing of an unlimited number of armaments possessed by the arrestee.

Arrestee Statute Segment:

A level 3 segment indicates the statute(s) with which an arrestee is charged.

**Arrestee Modification
Segment:**

A level 3 data segment allows an unlimited number of Louisiana Revised Statutes to be specified. This segment is to be used when an arrestee is being submitted for an incident that is not on the state database (Action Type must be "W" = Time- Window

Submission or "M" = Modify if Time Window has already been submitted and needs to be modified).

Submission Trailer Segment: A level 1 data segment contains summary information about the data being submitted. There must be only one Submission Trailer Segment for each agency's submission. This segment is labeled 99 and must be the last record in the submission.

Zero Records Segment: A level 2 data segment indicates the agency has no crimes to report to LIBRS for the given reporting period. This is confirmation to the system that the data submission is blank and not missing.

SEGMENT RELATIONSHIP BY LEVELS

SUBMISSION HEADER and ADMINISTRATIVE SEGMENTS

LEVEL 1

Submission
Header (00)

- Must have only one per agency's submission
- Must be the first record in an agency's submission

LEVEL 2

Administrative
Segment (10)

- Must have only one per incident

LEVEL 3

Administrative
Modification
Segment (11)

- Must have a corresponding Administrative Segment-- use only if Action Type is "W" = Time-Window or "M" = Modify

OFFENSE and PROPERTY SEGMENTS

LEVEL 1

LEVEL 2

LEVEL 3

Offense
Segment (20)

-- Must have at least one per incident

per victim

-- **Must have at least one**

-- Must have one for each LRS code in an incident

Property
Segment (30)

-- Must have only one per incident if applicable

Property
Description
Segment (31)

-- Must have a corresponding
Property Segment
--Must have one for each
type of property

Property
Modification
Segment (32)

-- Must have a corresponding
Property Segment. Use only
if the action type is "W" =
Time-Window or "M" = Modify and
Type of Property Loss was "5"

OFFENDER and VICTIM SEGMENTS

LEVEL 1

LEVEL 2

LEVEL 3

Offender
Segment (40)

- Must have at least one per incident
- It should be noted that NIBRS
Offender Segment is (50)**

Offender Using
Segment (41)

- Must have a corresponding Offender Segment
- Must have at least one per Offender Segment
- If offender was not using Alcohol, Computer Equipment, Drugs/ Narcotics or **Gaming Activity Motive for a Crime** a record containing "N" = Not Applicable must be submitted

Victim
Segment (50)

- Must have at least one per incident
 - If the offense is a "victimless crime", such as gambling or prostitution, then Type of Victim "S" = Society
- It should be noted that NIBRS
Victim Segment is 40**

Victim/Injury
Segment (51)

- Must have at least one per Victim Segment if Type of Victim was "I" = Individual or "L" = Law Enforcement Officer and if offense is applicable

Victim/Offender
Relation
Segment (52)

- Must have at least one per Victim Segment if Type of Victim was "I" = Individual or

"L" = Law Enforcement Officer and if offense is applicable

ARRESTEE and ZERO RECORDS and SUBMISSION TRAILER SEGMENTS

LEVEL 1

LEVEL 2

LEVEL 3

Arrestee
Segment (60)

- Do not use this segment if an arrest has not been made
- Must have one per arrest

Arrestee Armed
Segment (61)

- Must have at least one per Arrestee Segment

Arrestee Statute
Segment (62)

- Must have at least one per Arrestee Segment
- Must have one for each LRS arrest charge

Arrestee
Modification
Segment (63)

- Must have corresponding arrest segments
- Use only if the action type is "W" = Time-Window Submission
or "M" = Modify

Zero Records
Segment (01)

- Use only if agency has no incidents to report
- This segment is not valid with any other level 2 or level 3 segments

Submission
Trailer Segment
(99)

- Must have only one per agency's submission
- Must be the last record in an agency's submission

SEGMENT RELATIONSHIP OVERALL

SUBMISSION LAYOUT

SEGMENT LAYOUTS

SUBMISSION HEADER SEGMENT # 00
SEGMENT DESCRIPTOR 00

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 00	1-2	2	N
C2	Submitting Agency	3-22	20	A
C3	Submission Date	23-30	8	D
C4	Reporting Period	31-36	6	D
**	Future Expansion Buffer	37-56	20	A
C8	End of Segment Marker	57-58	2	A
C9	Padding	59-150	**	A/N

Error Message 10090: Zero-Reporting Month is not 01-12. A Segment "00" was submitted that had an invalid reporting month in positions 31-32. The data entered must be a valid month of 01 through 12.

Error Message 10091: Zero-Reporting Year is Invalid. A Segment "00" was submitted that did not have four numeric digits in positions 33-36.

Error Message 10093: Zero-Reporting Month/Year was Prior to the "Base Date." A Segment "00" was submitted with a month and year entered into positions 31-36 that is earlier than January 1 of the previous year or before the date the agency converted over to LIBRS.

Error Message 10094: Zero-Reporting Month/Year Exceeded Month/Year of Tape. A Segment "00" was submitted with a month and year entered into positions 31-36 that was later than the "Month of Tape" and "Year of Tape" entered into positions 23-30.

ADMINISTRATIVE SEGMENT # 10
SEGMENT DESCRIPTOR 10

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 10	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
L53	Location of Incident (Geographical Coordinates)	25-36	12	A/N
L54	Station/Division/Precinct Identifier	37-42	6	A
3	Incident Date/Hour	43-53	11	A
4	Cleared Exceptionally	54	1	A
5	Exceptional Clearance Date	55-62	8	D
**	Future Expansion Buffer	63-82	20	A
C8	End of Segment Marker	83-84	2	A
C9	Padding	85-150	**	A/N

Structural Error Message 10055: **Cannot have an initial record without starting with Segment 10.**

Structural Error Message 10075: **Missing a Mandatory Record Segment for a Complete Incident.**
When an "I" = Incident Report is submitted, the following segments must be included:
 Administrative Segment (10)
 Offense Segment (20)
 Victim Segment (50)
 Offender Segment (40)
 Offender Using Segment/Gaming Motivation (41)

One or more of these segments was missing.

ADMINISTRATIVE MODIFICATION SEGMENT # 11
 (for TIME-WINDOW SUBMISSIONS ONLY)
 SEGMENT DESCRIPTOR 11

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 11	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
6	Louisiana Revised Statute Number	25-36	12	A
**	Future Expansion Buffer	37-56	20	A
C8	End of Segment Marker	57-58	2	A
C9	Padding	59-150	**	A/N

Time-Window Error Message 11060: Incident not on File.
Administrative Segment (10 and 11) submitted with a Segment Type of "M" = Modify must already be on file with Data Element # 1 (ORI Number) and Data Element # 2 (Incident Number).

Time-Window Error Message 11069: Time-Window (Segment 11) being modified must have LRS #.

OFFENSE SEGMENT # 20

(One Segment for Each LRS Code--Also one for each Victim)

SEGMENT DESCRIPTOR 20

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 20	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
L6	Offense Sequence Number	25-27	3	N
6	Louisiana Revised Statute Number	28-39	12	A
7	Offense Attempted/Completed	40	1	A
24	Offense Connected to Victim Sequence Number	41-43	3	N
9	Location Type	44-45	2	N
10	Number of Premises Entered	46-47	2	A/N
11	Method of Entry	48	1	A
12	Type of Criminal Activity/ Gang Information # 1	49	1	A
12	Type of Criminal Activity/ Gang Information # 2	50	1	A
12	Type of Criminal Activity # 3	51	1	A
13	Type of Weapon/Force Involved # 1	52-54	3	A
13	Type of Weapon/Force Involved # 2	55-57	3	A
13	Type of Weapon/Force Involved # 3	58-60	3	A
**	Future Expansion Buffer	61-80	20	A
C8	End of Segment Marker	81-82	2	A
C9	Padding	83-150	**	A/N

LIBRS Structural Error Message 22075:

**Must submit an Offense Segment
(Segment 20) for each victim.**

PROPERTY SEGMENT # 30
SEGMENT DESCRIPTOR 30

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 30	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
18	Number of Stolen Motor Vehicles	25-26	2	A/N
19	Number of Recovered Motor Vehicles	27-28	2	A/N
**	Future Expansion Buffer	29-48	20	A
C8	End of Segment Marker	49-50	2	A
C9	Padding	51-150	**	A/N

Structural Error Message 10074:

Property Record (Segment 30 and 31) must exist with this offense.
When an "I" = Incident Report is submitted that contains an Offense Segment (20) that has an LRS that is a "Crime Against Property." Kidnaping (100), Gambling (39 A-D), or Drug/Narcotic (35A-B) Property Segments must also be submitted. In this case no Property Segments were submitted.

Structural Error Message 10076:

Property Record (Segment 30 and 31) cannot exist with offenses submitted.
Only offenses that are "Crimes Against Property," Kidnaping (100), Gambling (39A-D), or Drug/Narcotic (35A-B) can be submitted with Property Segments.

PROPERTY DESCRIPTION SEGMENT # 31
SEGMENT DESCRIPTOR 31

Data Element#	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 31	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
14	Type of Property Loss / Etc.	25	1	N
15	Property Description Type	26-27	2	A/N
16	Value of Property	28-36	9	N
17	Date Recovered	37-44	8	D
20	Suspected Drug Type	45-46	2	A
21	Estimated Drug Quantity	47-59	13	A/N
22	Type Drug Measurement	60-61	2	A
**	Future Expansion Buffer	62-81	20	A
C8	End of Segment Marker	82-83	2	A
C9	Padding	84-150	**	A/N

PROPERTY MODIFICATION SEGMENT # 32
 (for TIME-WINDOW SUBMISSIONS ONLY)
 SEGMENT DESCRIPTOR 32

Data Element #	Description	Position(s)	Length	Format
C1	Segment Descriptor - 32	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
6	Louisiana Revised Statute Number	25-36	12	A
**	Future Expansion Buffer	37-56	20	A
C8	End of Segment Marker	57-58	2	A
C9	Padding	59-150	**	A/N

Time-Window Error Message 13071: Gambling, Kidnaping and "Crimes Against Property" are the only valid offenses. A Segment Action Type of "W" = Time-Window Submission or "M" = Modify was submitted for "Recovered Property" on a Property Modification Segment (32). When submitted, all LRS codes must be "Crimes Against Property," Kidnaping (100), or Gambling (39 A-D). In this instance offense codes other than those mentioned were submitted.

Time-Window Error Message 13077: Property Segment A-O-F (already on file) added on (MMDDYYYY) Recovery Date = (MMDDYYYY)

OFFENDER SEGMENT # 40
SEGMENT DESCRIPTOR 40

Data Element#	Description	Position(s)	Length	Format
C1	Segment Descriptor - 40	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
36	Offender Sequence Number	25-27	3	N
37	Age of Offender	28-30	3	A
L37	Date of Birth of Offender	31-38	8	D
38	Sex of Offender	39	1	A
39	Race of Offender	40	1	A
8A	Bias Motivation / Bias Crime Type	41-42	2	A
**	Future Expansion Buffer	43-62	20	A
C8	End of Segment Marker	63-64	2	A
C9	Padding	65-150	**	A/N

OFFENDER USING / GAMING MOTIVATION SEGMENT # 41
SEGMENT DESCRIPTOR 41

Data Element #	Description	Position(s)	Length	Format
C1	Segment Descriptor - 41	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
36	Offender Sequence Number	25-27	3	N
8	Offender Suspected of Using / Gaming Motivation	28	1	A
**	Future Expansion Buffer	29-48	20	A
C8	End of Segment Marker	49-50	2	A
9	Padding	51-150	**	A/N

VICTIM SEGMENT # 50
SEGMENT DESCRIPTOR 50

[Positions of characters from 48 through 51 were increased by 2 characters to allow up to three valid codes for Data Element # 31 when type of victim = "L"]

Data Element #	Description	Position(s)	Length	Format
C1	Segment Descriptor - 50	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
23	Victim Sequence Number	25-27	3	N
25	Type of Victim	28	1	A
26	Age of Victim	29-31	3	A
L26	Date of Birth of Victim	32-39	8	D
27	Sex of Victim	40	1	A
28	Race of Victim	41	1	A
29	Ethnicity of Victim	42	1	A
30	Resident Status Of Victim	43	1	A
31	Aggravated Assault / Homicide Circumstance # 1 / LEOKA in the line of duty, Type of Assignment	44-45	2	N
31	Aggravated Assault / Homicide Circumstance # 2 / LEOKA in the line of duty, Type of Assignment	46-47	2	N
31 (LIBRS Only)	Aggravated Assault / Homicide Circumstance # 3 / LEOKA in the line of duty, Type of Assignment	48-49	2	N
32	Additional Justifiable Homicide Circumstance / LEOKA in the line of duty, Type of Activity	50	1	A
**	Future Expansion Buffer	51-68	18	A

C8	End of Segment Marker	69-70	2	A
C9	Padding	71-150	**	A/N

VICTIM INJURY SEGMENT # 51
SEGMENT DESCRIPTOR 51

Data Element #	Description	Position(s)	Length	Format
C1	Segment Descriptor - 51	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
23	Victim Sequence Number	25-27	3	N
33	Injury Type	28	1	A
**	Future Expansion Buffer	29-48	20	A
C8	End of Segment Marker	49-50	2	A
C9	Padding	51-150	**	A/N

Error Message 22080: Segment 51 missing -- must be present if Victim Type is "I" = Individual or "L" = Law Enforcement Officer and if offense is applicable.

VICTIM/OFFENDER RELATION SEGMENT # 52
SEGMENT DESCRIPTOR 52

Data Element #	Description	Position(s)	Length	Format
C1	Segment Descriptor - 52	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
23	Victim Sequence Number	25-27	3	N
34	Offender Number to be Related	28-30	3	N
35	Relationship of Victim to Offender	31-32	2	A
**	Future Expansion Buffer	33-52	20	A
C8	End of Segment Marker	53-54	2	A
C9	Padding	55-150	**	A/N

Error Message 22081:

Segment 52 missing -- must be present if Victim Type is "I" = Individual or "L" = Law Enforcement Officer and if offense is applicable.

ARRESTEE SEGMENT # 60
SEGMENT DESCRIPTOR 60

[Positions of characters from L55 to future expansion buffer increased by 3 positions]

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 60	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
40	Arrest Sequence Number	25-27	3	N
41	Arrest Number / Local Booking Number for Arrest	28-39	12	A
L55	Arrest Transaction Number	40-54	15	A/N
L40	Name of Arrestee	55-74	20	A
42	Arrest Date	75-82	8	D
43	Type of Arrest	83	1	A
44	Multiple Arrestee Segment Indicator	84	1	A
47	Age of Arrestee	85-87	3	A
L47	Date of Birth of Arrestee	88-95	8	D
48	Sex of Arrestee	96	1	A
49	Race of Arrestee	97	1	A
50	Ethnicity of Arrestee	98	1	A
51	Resident Status of Arrestee	99	1	A
52	Disposition of Arrestee Under 17	100	1	A
C6	Clearance Indicator (to be used for Time Window Submission only)	101	1	A
**	Future Expansion Buffer	102-118	17	A
C8	End of Segment Marker	119-120	2	A
C9	Padding	121-150	**	A/N

Arrestee Error Message 16058:

**C6 (Clearance Indicator) must be blank when
Action Type is not "W" = Time-Window.**

ARRESTEE ARMED SEGMENT # 61
SEGMENT DESCRIPTOR 61

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 61	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
40	Arrestee Sequence Number	25-27	3	N
46	Arrestee Armed with	28-30	3	A
**	Future Expansion Buffer	31-50	20	A
C8	End of Segment Marker	51-52	2	A
C9	Padding	53-150	**	A/N

ARRESTEE STATUTE SEGMENT # 62
SEGMENT DESCRIPTOR 62

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 62	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
40	Arrestee Sequence Number	25-27	3	N
45	Louisiana Revised Statute Number of Arrest	28-39	12	A
L45	Arrest Connection to Offense	40-54	15	A
**	Future Expansion Buffer	55-74	20	A
C8	End of Segment Marker	75-76	2	A
C9	Padding	77-150	**	A/N

Error Message 16060:

Incident Report not on file.

The initial incident number associated with the current submission was not on LIBRS database. The Arrestee Segments were submitted with an Action Type of "A" = Add was rejected because this incident is not on the LIBRS database.

ARRESTEE MODIFICATION SEGMENT # 63
 (for TIME WINDOW SUBMISSIONS ONLY)
 SEGMENT DESCRIPTOR 63

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 63	1-2	2	N
C5	Action Type	3	1	A
1	ORI Number	4-12	9	A
2	Incident Number	13-24	12	A
6	Louisiana Revised Statute Number of Incident	25-36	12	A
**	Future Expansion Buffer	37-56	20	A
C8	End of Segment Marker	57-58	2	A
C9	Padding	59-150	**	A/N

Time-Window Error Message 16059: LRS Number (DE # 6) must exist when Action Type = "W" = Time-Window.

SUBMISSION TRAILER SEGMENT # 99
SEGMENT DESCRIPTOR 99

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 99	1-2	2	N
C7	Number of Segments Transferred	3-8	6	N
C8	End of Segment Marker	9-10	2	A
C9	Padding	11-150	**	A/N

Error Message 19901:

Last line on Segment not 99 Segment Type.

Error Message 19902:

Number of Segments field in 99 Segment is not a valid numeric field.

Error Message 19903:

Number of Segments on Submission Trailer Segment does not match record count.

ZERO RECORDS SEGMENT # 01
SEGMENT DESCRIPTOR 01

Data Element #	Description of Data Element	Position(s)	Length	Format
C1	Segment Descriptor - 01	1-2	2	N
2	Incident Number - All Zeros "000000000000"	3-14	12	N
C8	End of Segment Marker	15-16	2	A
C9	Padding	17-150	**	A/N

Error Message 10092:

**Zero-Reporting Incident Number Must be all Zeroes.
 A Segment "01" was submitted, but the incident
 number entered into positions 3-14 was not all
 zeroes.**

DATA ELEMENTS CONSISTENCIES

Data Element Numbers: Data elements are numbered using a three (3) character alpha format.

Straight numeric data element numbers are NIBRS (National Incident Based Reporting System) numbers that have carried over to LIBRS, or they are LIBRS data elements that closely follow the corresponding NIBRS data elements.

Data element numbers followed by an alpha code (i.e. 8A) are additions from NIBRS that have carried over to LIBRS.

Data elements that are preceded with an "L" (i.e. L26, L47) are unique to LIBRS.

Data elements preceded with a "C" are NOT true data elements. They do not relate to the incident data. They are "Control" data elements that are used to identify and control the large volumes of data coming into the State Program. They are internal to the state system.

Date Formats: All dates are to be in the following format: MMDDYYYY

All dates submitted to the state system will follow this format unless otherwise noted.

Date/Time Formats: In fields where date and time are reported together, they are to be formatted as follows: **MMDDYYYYXHH**. Hours are to be in the twenty-four (24) hour format.

All date/time submitted to the state system will follow this format unless otherwise noted.

Numeric Formats: Numeric fields are to be right justified, and must contain leading zeros to preserve column alignment. Values of less than zero will be indicated by immediately preceding the number with a minus "-" sign. In the absence of a minus "-" sign the LIBRS system is to assume a number to be a zero or greater.

Alpha Formats: Alpha fields are to be left justified, and must contain trailing spaces (ASCII Code 32, EBCDIC Code 40) to preserve column alignment.

Alpha/Numeric Formats: **This edit type also allows for blank fields when offense (Quote Numeric Paragraph) does not allow a data value in this data element.**

Blank Fields Definitions: When data elements are "empty" they are to be filled with spaces (ASCII Code 32, EBCDIC Code 40). This indicates the elements were intentionally left blank. Filling "empty" fields with any other character (including zeros) will cause LIBRS to return the submission with errors

SAMPLE OF DATA ELEMENT DEFINITIONS:

Note: Updates from LIBRS Release 1.1 to Release 2.0:

Any updates, clarifications or additions being made from LIBRS Release 1.1 to LIBRS Release 2.0 will be identified in "**bold**" letters. This has been done to readily identify any updates or adds so that an agency that has already begun implementing LIBRS can make any programming updates that might be needed.

DATA ELEMENT # 00 **This line contains the number and the name of the data element. Even though the Data Element Number and description are indicated in "bold", only the portion underlined would indicate any updates to the description.**

EDIT TYPE: This line describes the variable type used to store that data element in the LIBRS computer.

Numeric allows numbers and decimal points. Do not include decimal places unless specifically asked for in data element description.

Alpha/Numeric allows alpha characters, numbers, decimal points, and negative signs. Do not include decimal places unless specifically asked for in data element description. This edit type can also allow blanks to be sent when offense does not require a data value.

Date allows numbers only. Date fields also check that the value represents a valid date. Dates are to be entered as Month, Day, Year, and are to be formatted as follows: MMDDYYYY. Month and day values which are less than ten (10) should be preceded with a leading zero (0) to preserve column alignment. Years must also include the century.

Alpha allows any printable character.

When field must be blank, do not enter zeros.

FORMAT: This line describes the exact format of the data element. It is only included when necessary.

REQUIREMENTS: This line describes when a value is required for this data element. Since LIBRS is an affirmative reporting system, most elements are required. Most required elements contain a value

for "UNKNOWN", but they are still required. This is because the state system makes no assumptions about missing data. Making no assumptions protects the data reported by the local agencies from being misinterpreted by the state system. (The state system returns numeric error codes for any data requirement violations. The error codes for a particular requirement are listed in parentheses after that requirement and are based on data element edits.)

NOTE: The numeric codes listed below requirements are edits specific to this data element requirement. There are many more edits, error messages and warnings that are edits related to mandatory, global and offense related segments. These error messages and warnings are listed in the LIBRS Error Message Manual, but only some of these are referred to under each data element in this manual.

When your agency begins testing, a copy of the LIBRS 2.0 Error Message Manual will be provided upon request.

Each LRS code has been assigned an alpha/numeric code which indicates which offense the LRS code will be reported to NIBRS (National Incident Based Reporting System maintained by the FBI) for publication in Crime in the United States.

The LRS codes that are applicable for a data element will be listed within each data element. Some data elements will require certain data values and these will also be listed within the data element.

NOTES: This lines explains the data element. It will explain formatting, what data this includes, what it is used for, or when to use it.

ALLOWED ENTRIES: This line shows all the valid codes that can be used within the data element and when they can be used. If more than one code applies to a situation, use the most specific one. (Example: a Circle K Store could be described in data element # 9 (Location Type) as a "05" = Commercial/Office Building, "07" = Convenience Store, or "12" = Grocery/Supermarket. However, since "07" = Convenience Store is the most specific description, it should be used.

EXAMPLES: This section describes different situations and how to handle them. It is to clarify the use of the data element.

NIBRS ALPHA/NUMERIC OFFENSE CODE NUMBERS

Listed below is a list of the alpha/numeric offense codes that are reported to the National Incident Based Reporting System (NIBRS). Each of the Louisiana Revised Statute Numbers that is being reported to LIBRS has a corresponding NIBRS offense code number (see Master LIBRS/LRS Code Table on [Page 173](#)).

Group A Offenses: (56 of the most serious offenses)

<u>OFFENSE</u>	<u>CRIME AGAINST:</u>	<u>CODE #</u>
Arson	Property	200
Assault Offenses:		
Aggravated Assault	Person	13A
Simple Assault	Person	13B
Intimidation	Person	13C
Bribery	Property	510
Burglary/Breaking and Entering	Property	220
Counterfeiting/Forgery	Property	250
Destruction/Damage/Vandalism of Property	Property	290
Drug/Narcotic Offenses:		
Drug/Narcotic Violations	Society	35A
Drug Equipment Violations	Society	35B
Embezzlement	Property	270
Extortion/Blackmail	Property	210
Fraud Offenses:		
False Pretenses/Swindle/ Confidence Game	Property	26A
Credit Card/Automatic Teller Machine Fraud	Property	26B
Impersonation	Property	26C
Welfare Fraud	Property	26D
Wire Fraud	Property	26E
Gambling Offenses:		
Betting/Wagering	Society	39A
Operating/Promoting/Assisting Gambling	Society	39B
Gambling Equipment Violations	Society	39C
Sports Tampering	Society	39D
Homicide Offenses:		
Murder and Nonnegligent Manslaughter	Person	09A
Negligent Manslaughter	Person	09B
Justifiable Homicide	Not a Crime	09C
Kidnaping/Abduction	Person	100

Larceny/Theft Offenses:		
Pocket-picking	Property	23A
Purse-snatching	Property	23B
Shoplifting	Property	23C
Theft from Building	Property	23D
Theft from Coin-Operated Machine or Device	Property	23E
Theft from Motor Vehicle	Property	23F
Theft of Motor Vehicle Parts or Accessories	Property	23G
All Other Larceny	Property	23H
Motor Vehicle Theft	Property	240
Pornography/Obscene Material	Society	370
Prostitution Offenses:		
Prostitution	Society	40A
Assisting or Promoting Prostitution	Society	40B
Robbery	Property	120
Sex Offenses, Forcible:		
Forcible Rape	Person	11A
Forcible Sodomy	Person	11B
Sexual Assault with an Object	Person	11C
Forcible Fondling	Person	11D
Sex Offenses, Nonforcible:		
Incest	Person	36A
Statutory Rape	Person	36B
Stolen Property Offenses	Property	280
Weapon Law Violations	Society	520

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Group B Offenses: (11 of the less serious offenses)

<u>OFFENSE</u>	<u>CRIME AGAINST:</u>	<u>CODE #</u>
Bad Checks	Property	90A
Curfew/Loitering/Vagrancy Violations	Society	90B
Disorderly Conduct	Society	90C
Driving Under the Influence	Society	90D
Drunkenness	Society	90E
Family Offenses, Nonviolent	Society	90F
Liquor Law Violations	Society	90G
Peeping Tom	Society	90H
Runaway	Not a Crime	90I
Trespass of Real Property	Society	90J
All Other Offenses	Person, Property or Society	90Z

CONTROL DATA ELEMENT HEADER DEFINITIONS

DATA ELEMENT # C1 SEGMENT DESCRIPTOR

EDIT TYPE: 2 Character Numeric

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
 (Error Message 20001)
 - 2) Must be a valid code.
 (Error Message 20002)
 - 3) Must identify a segment of proper length.
 (Error Message 20015)

NOTES: This is the identifier used by the program to determine the type of record waiting to be read in the file.

- ALLOWED ENTRIES:**
- 00 - Submission Header Segment
 - 01 - Zero Records Segment
 - 10 - Administration Segment
 - 11 - Administration Modification Segment
 - 20 - Offense Segment
 - 30 - Property Segment
 - 31 - Property Description Segment
 - 33 - Property Modification Segment
 - 40 - Offender Segment
 - 41 - Offender Using Segment
 - 50 - Victim Segment
 - 51 - Victim Injury Segment
 - 52 - Victim/Offender Relation Segment
 - 60 - Arrestee Segment
 - 61 - Arrestee Armed Segment
 - 62 - Arrestee Statute Segment
 - 63 - Arrestee Modification Segment
 - 99 - Submission Trailer Segment

DATA ELEMENT # C3 SUBMISSION DATE

EDIT TYPE: 8 Character Date

FORMAT: MMDDYYYY

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
 (Error Message 20001)
 - 2) Each component of the date must be valid; that is, months must be 01-12, days must be 01-31, and year must include the century (i.e., 19xx, 20xx). In addition, days cannot exceed maximum for the month (e.g., June cannot have 31 days).
 (Error Message 20025)
 - 3) The date must be greater than that entered within Data Element # C4 (Reporting Period).
 (Error Message 20026)

NOTES: This data element is used to provide LIBRS with the date the transfer file was generated for submission.

DATA ELEMENT # C4 REPORTING PERIOD

EDIT TYPE: 6 Character Date

FORMAT: MMYYYY

- REQUIREMENTS:**
- 1) Must be present--cannot be blank.
(Error Message 20001)
 - 2) Each component of the date must be valid; that is, months must be 01-12, and year must include the century (i.e., 19xx, 20xx).
(Error Message 20025)
 - 3) The date cannot be greater than that entered within Data Element # C3 (Date of Submission).
(Error Message 20026)
 - 4) Reporting period date cannot precede incident date.
(Error Message 20060)**

NOTES: This field is used to identify the month and year of the data contained on the tape. All data on the tape does not have to correspond to this date (i.e., Modifications and Time-Window Submissions will have to be from the preceding months).

DATA ELEMENT # C5	ACTION TYPE
EDIT TYPE:	1 Character Alpha
REQUIREMENTS:	1) Must be present--cannot be blank. (Error Message 20001)
NOTES:	This field is used to inform LIBRS what type of data is contained within the record and how to handle it.
ALLOWED ENTRIES:	<ul style="list-style-type: none"> I - <u>Incident Report</u> A - <u>Add Arrest</u> (can only be used if incident has already been submitted and there are no changes in other segments of the incident, the agency is just adding an arrest segment to the already submitted incident) M - <u>Modify</u> (to be used for Time-Window Submission correction for an Exceptional Clearance, Recovered Property or Arrests). Can also be used to modify exceptional clearance indicator and/or exceptional clearance date when incident has already been submitted. D - <u>Delete</u> (to be used when updates or changes in an already submitted incident occur and these updates or changes need to be updated on the state system--this will delete incident previously submitted and agency would submit a "D" to delete the incident and resubmit an "I" with the updated information) W - <u>Time-Window Submission</u> (can only be used if the incident is outside of the agency's "base date" as defined in the Guidelines and is one of these: Exceptional Clearances, Exceptional Clearance Date, Recovered Property or an Arrest Segment)

DATA ELEMENT # C9 PADDING

EDIT TYPE: Character Alpha/**Numeric**

REQUIREMENTS: 1) Must be blank spaces if fixed length records are submitted.
 Must be one newline character ASCII 13 if variable length records are submitted.
 2) If fixed length records are used this field must be appropriate to "pad" segment length out to exactly column 150.

NOTES: This field is used to provide Padding for systems which are unable to write variable length records. This padding will lengthen all segments to 150 characters. This padding can be replaced with a newline if your system can write variable length records. This newline character will mark the true end of record. Variable length records are preferred by LIBRS because of the space savings they allow.

ALLOWED ENTRIES: Blank spaces or newline characters (ASCII 13).

DATA ELEMENT DEFINITIONS -- DATA ELEMENTS 1-L55

DATA ELEMENT # 1**ORI NUMBER****EDIT:**

9 Character Alpha

REQUIREMENTS:

- 1) Must be present -- cannot be blank.
(Error Messages 10001, 11001, 12001, 13001, 14001, 15001, 16001)
- 2) Must be a valid 9-character NCIC number, where the last 2 positions of the ORI must reflect "00" for all state and local agencies.
(Error Messages 10052, 10086, 11004, 12004, 13004, 14004, 15004, 16004)
- 3) First two positions must be the code of the state, "LA", in which the incident occurred.
(Error Message 10059)

NOTES:

This is the 9-character NCIC Originating Agency Identifier (ORI) which has been assigned to your agency. For state or local agency submissions, the last two positions must be "00".

DATA ELEMENT # 2 INCIDENT NUMBER

EDIT TYPE: 12 Character Alpha

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Messages 10001, 11001, 12001, 13001, 14001, 15001, 16001)
 - 2) Zero Reporting Segments (Segment 01) must contain twelve zeros as the incident number.
(Error Message 10092)
 - 3) Must be left justified with blank right-fill if under 12 characters in length.
(Error Messages 10016, 11016, 12016, 13016, 14016, 15016, 16016)
 - 4) Valid character combinations can include A-Z, 0-9, hyphens, and/or blanks.
(Error Messages 10017, 11017, 12017, 13017, 14017, 15017, 16017)
 - 5) Must be blank right-fill if under twelve characters in length. The field cannot have embedded "Blanks" between the first and last characters entered.
(Error messages 10015, 11015, 12015, 13015, 14015, 15015, 16015)
 - 6) This field must be unique for each incident reported by the agency. This means that no two incidents can have the same incident number. Some agencies ensure uniqueness by prefixing every incident number with a two-digit year followed by a number starting with 1, while others just increment the number by one for each new incident.
(Error Message 10056)
 - 7) Cannot have duplicate incident number for "Time-Window" Segment.
(Error Message 10087)**

NOTES: This is the reporting agency's unique, in-house assigned case number. This data element is used to link update submissions to the original submission. This number will be encrypted prior to any dissemination of data to ensure that the recipient cannot identify the actual case.

DEFINITIONS: **Concept of time and place provides: If more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes make up a single incident.**

An incident is considered as one or more offenses committed by the same offender or group of offenders acting in concert at the same time and place.

Acting in concert requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or, even if nonconsenting, their actions assist in the commission of the offense(s). This is important because all of the offenders in an incident are considered to have committed all of the offenses in the incident. If one or more of the offenders did not act in concert, then there is more than one incident involved.

Same time and place means that the time interval between the offenses and the distance between the offenses and the distance between the locations where they occurred were insignificant.

Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which by their nature involve continuing criminal activity by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction.

Regarding these situations the reporting agency will have to use its best judgment.

DATA ELEMENT # 3 INCIDENT DATE/HOUR

EDIT TYPE: 11 Character Alpha

FORMAT: MMDDYYYYXHH

- REQUIREMENTS:
- 1) Must be present -- cannot be blank.
(Error Message 11001)
 - 2) Each component of the date must be valid; that is, months must be 01-12, days must be 01-31, and year must include the century (i.e., 19xx, 20xx). In addition, days cannot exceed maximum for the month (e.g., June cannot have 31 days). The date cannot exceed the current date.
(Error Message 11005)
 - 3) When an ORI becomes inactive, no incident data may be submitted to LIBRS with an incident date on or after that date. However, adjustments to previously submitted data may be done.
(Error Message 11018)
 - 4) The date cannot be earlier than 01/01/1991 for "I" = Incident Report submissions. This edit will preclude dates that are obviously incorrect since the FBI began accepting data on this date.
(Error Message 11072)
 - 5) When an agency converts from Summary reporting to Incident Based Reporting (IBR) or commences to report LIBRS data, no data regarding an incident previously submitted under the Summary reporting system can be submitted with an incident date later than the date the agency commenced reporting, otherwise it will be regarded as a duplicate submission and be rejected since the Summary System already contains the aggregate data for the months before LIBRS conversion. In other words, if an agency sends IBR data for the first time on 20 September 1995, all dates in data element # 3 for incidents, recovered property, and arrests must be within September, 1995. The exception to this is when EXCEPTIONAL CLEARANCES occur for a pre-IBR incident. In this case, Data Element #3 (Incident Date/Hour) may be earlier than September, 1995, but Data Element # 5 (Exceptional Clearance Date) must be within September, 1995. The State will maintain a table of start dates (base dates) for each local agency. Except for the above example, the State will reject data submitted with an Incident Date for months prior to the agency's start date.
(Error Message 11073)

- 6) The date cannot be later than the year and month the tape represents. (example: The May 1995 tape cannot contain incidents happening later than this date)
(Error Message 11070)
- 7) The **Submission Date (#C3), in positions 23-30**, and the incident date must be valid entries. The state software uses these to determine if the complete incident should have been reported to the state, or if a subset of the segments should have been submitted as "Time Window" submissions.
(Error Message 11075)
- 8) Administrative Segments (Segment 10) submitted with a Segment Action Type of "W" = Time-Window Submission cannot have a date in Data Element # 3 (Incident Date/Hour) which would be a valid date for an Incident. For any subsequent "M" = Modify of a previously submitted "W" = Time-Window Submission, this is also true.
(Error Message 11076)
- 9) Administrative Segments (Segment 10) submitted with a Segment Action Type of "M" = Modify cannot change the date in Data Element # 3 (Incident Date/Hour) of segments which were previously submitted with a Segment Action Type of "I" = Incident Report.
(Error Message 11061)
- 10) Administrative Segments (Segment 10) submitted with a Segment Action Type of "M" = Modify cannot change the Report Date Indicator (position 51 of the segment) of Segments which were previously submitted with a Segment Action Type of "I" = Incident Report.
(Error Message 11062)
- 11) Administrative Segments (Segment 10) submitted with a Segment Action Type of "M" = Modify cannot change the hours in Data Element # 3 (Incident Date/Hour) of Segments which were previously submitted with a Segment Action Type of "I" = Incident Report.
(Error Message 11063)
- 12) If HOUR is entered it must be "00" through "23." Note: If the incident Date occurred at exactly midnight, enter the Incident Date as if the time was 1 minute past midnight. (Example: If the crime occurred at exactly midnight on Thursday, enter Friday's date) and 00 for the hour.
(Error Message 11052)
- 13) If the Incident Date is unknown, use the report date. Indicate a report date with an "R" in the space before the hour. If this is the Incident Date, then leave the "Report" indicator blank.
(Error Message 11051)

NOTES:

This data element is to be used to enter the month, day, year and hours when the incident occurred or started, or the beginning of the time period in which it occurred. "Military" twenty-four (24) hour time is to be used.

If the incident occurred on or between midnight and 0059, enter "00" for the hour; if on or between 0100 and 0159, enter "01" for the hour if on or between 2300 and 2359, enter "23" for the hour, etc.

If the incident occurred at exactly midnight, it is considered to have occurred at the beginning of the next day. Therefore "00" should be entered for the hour, along with the next day's date.

If the incident date is unknown, enter the date of the report with the indicator "R" = Report. Otherwise leave the report column nine (9) blank.

IMPORTANT NOTE: When an agency reaches Certification and Production has begun, please note the following: The "base date" for your agency is the date that your agency starts production and your data is kept on the State's and the FBI's database. If an incident occurred before the agency's "base date", but was not reported to LIBRS until after your "base date" has been implemented; or this incident was already reported in the UCR summary reports, THIS INCIDENT WILL BE REJECTED (Error message 11073). If this happens, contact a member of the LIBRS staff. If this incident was not reported until after your "base date" was implemented, your agency may have to submit an adjusted UCR summary form to capture these offenses.

If the incident hour is unknown, leave the hour blank.

EXAMPLE:

- (1) If a robbery occurred at 9:30 p.m. on July 2, 1989, the entry should be "07021989b21" (where "b" equals a blank).
- (2) If a kidnaping started at 11:30 p.m. on November 1, 1989, and ended at 6:00 p.m., on November 16, 1989, the entry should be "11011989b23" (where "b" equals a blank).
- (3) If the date and hour of the incident are unknown, but the date of the report was March 15, 1989, the entry should be "03151989Rbb" (where "b" equals a blank).
- (4) **If a burglary occurred sometime between 11:15 A.M. on**

June 24, 1997, and 4:30 P.M. on June 26, 1997, the entry should be 06241997b11 (where "b" equals a blank).

Note: When program requires a blank, it must be a blank not a zero.

- (5) If a rape occurred on November 15, 1997, but was not reported until January 15, 1998, this incident would reject if your agency's "base date" is December 1, 1997. This incident would not have been reported on your Return A (or whatever other forms would be applicable) for the month of November or for the month of December of 1997. If your agency would submit this incident to LIBRS with an incident date of 11/15/1997, it would reject. The reason it would reject is because the incident date is prior to the date your agency's data is being kept on-line for the LIBRS and the FBI/NIBRS databases. Since this incident cannot be accepted into LIBRS and has not been reported to UCR summary, an adjustment would have to be made on UCR summary forms that apply.**

DATA ELEMENT # 4 CLEARED EXCEPTIONALLY

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Message 11001)
 - 2) Must be a valid code.
(Error Message 11004)
 - 3) Cannot be "N" = Not Applicable if Data Element # 5 (Exceptional Clearance Date) is entered.
(Error Message 11053)
 - 4) When a value other than "N" = Not Applicable is entered, there can be no Arrestee Segments associated with the Incident.
(Error Message 10071)
 - 5) Administrative Segments (Segment 10) submitted with a Segment Action Type of "M" = Modify must have an "N" = Not Applicable in Data Element # 4 (Exceptional Clearance Indicator) when arrestees were already present for the incident report.
(Error Message 11064)
 - 6) Administrative Segment (Segment 10) submitted with a Segment Action Type of "W" = Time Window Submission cannot contain an "N" = Not Applicable in Data Element #4 (Cleared Exceptionally).
(Error Message 11054)**

NOTES: This data element is used to indicate whether the incident was cleared exceptionally. In a multiple offense incident the exceptional clearance of one offense, clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest, (i.e., if an Arrestee Segment was or is being submitted).

In order to clear an offense by exceptional means, each of the following four conditions must be met:

The investigation must have clearly and definitely established the identity of at least one offender.

and

Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.

and

The exact location of the offender must be known so that an arrest could be made.

and

There must be a reason outside the control of law enforcement that prevents arresting, charging, and prosecuting the offender.

Do not report exceptional clearance information for justifiable homicide, as no crimes have occurred, in reality.

The closing of a case or the clearing of it by an agency's policy does not permit exceptionally clearing an offense unless all four conditions are met.

ALLOWED ENTRIES: Enter one (1) code for an Administrative Segment.

- A - Death of Offender
- B - Prosecution Declined (by the prosecutor other than lack of probable cause)
- C - Extradition Denied
- D - Victim Refused to Cooperate (in the prosecution)
- E - Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)
- O - Other (Administrative Closing of a case--this does not clear the incident for LIBRS--**reported to NIBRS as a "N"**)
- N - Not Applicable (Not Cleared Exceptionally)

EXAMPLE:

- (1) A kidnapper holding a hostage killed himself when the building in which he barricaded himself was surrounded by police. The kidnaping is cleared exceptionally under, "death of the offender".

DATA ELEMENT # 5 EXCEPTIONAL CLEARANCE DATE

EDIT TYPE: 8 Character Date

FORMAT: MMDDYYYY

- REQUIREMENTS:**
- 1) The clearance date cannot be earlier than the incident date.
(Error Message 11055)
 - 2) Must be present if case was cleared exceptionally per data value code in Data Element # 4 (Cleared Exceptionally).
(Error Message 11056)
 - 3) Each component of the date must be valid; that is, months must be 0-12, days must be 01-31, and year must include the century (i.e. 19xx, 20xx). In addition, days cannot exceed maximum for the month (e.g., June cannot have 31 days). The date cannot be greater than that entered within the "Month of Tape" and "Year of Tape" are "06/1995", "the clearance date cannot contain any date 07/01/1995 or greater.
(Error Message 11005)
 - 4) Administrative Segments (Segment 10) submitted with a Segment Action Type of "W" = Time-Window Submission must contain Data Element # 4 (Cleared Exceptionally) and # 5 (Exceptional Clearance Date). Both must be present to be a valid submission.
(Error Message 11057)
 - 5) Administrative Segments (Segment 10) submitted with a Segment Action Type of "W" = Time-Window Submission cannot have an Exceptional Clearance Date (Data Element # 5) earlier than the "Time-Window" Base Date. For any subsequent "M" = Modify of a previously submitted "W" = Time-Window Submission, this is also true.
(Error Message 11020)
 - 6) Administrative Segments (Segment 10) submitted with a Segment Action Type of "M" = Modify with an "N" = Not Applicable in Data Element # 4 (Exceptional Clearance Indicator) cannot have an entry in Data Element # 5 (Exceptional Clearance Date).
(Error Message 11066)
 - 7) Administrative Segments (Segment 10) submitted with a Segment Action Type of "M" = Modify for a previously submitted "W" = Time-Window Submission must have a date in Data Element # 5 (Exceptional Clearance Date).
(Error Message 11067)

- 8) Administrative Segments (Segment 10) submitted with a Segment Action Type of "W" = Time-Window Submission or "M" = Modify cannot have a date earlier than the date the ORI was certified for LIBRS submission. Data Element # 5 (Exceptional Clearance Date), was earlier.
(Error Message 11074)

NOTES:

If an incident was cleared by exceptional means, the month, day and year, when the incident was cleared, is to be entered into this data element.

EXAMPLE:

- (1) The incident was cleared on the books of the reporting agency on May 27, 1989. It was entered into the local computer on June 6, 1989, and was submitted to the state sometime in July of 1989. The date "05271989" should be entered into this data element.

DATA ELEMENT # L6 OFFENSE SEQUENCE NUMBER

EDIT TYPE: 3 Character Numeric

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
 (Error Message **12001**)
 - 2) Must be numeric entry (001 through 999) with zero left-fill. The purpose of the field is to distinguish one offense from another.
 (Error Message 15002)
 - 3) Must be unique -- cannot be duplicated.
 (Error Message 25001)

NOTES: Each offense in an incident is to be assigned a unique sequence number from "001" to "999".

DATA ELEMENT # 6 LOUISIANA REVISED STATUTE NUMBER

EDIT TYPE: 12 Character Alpha

FORMAT: TT:SSS.S/P-I
 TT - Title
 SSS.S - Section
 **PPP - Subpart or Subpart with Qualifier
 or Qualifier
 or Juvenile Qualifier
 and an Inchoate Modifier if applicable would be indicated
 by a dash with a data value behind the LRS Code that
 defines the offense**

REQUIREMENTS: 1) Must be present--cannot be blank.
 (Error Message 12001)
 2) Must be a valid code on Master LIBRS/LRS Code Table.
 (Error Message 12004)

NOTES: This data element is to be used to enter the Louisiana Revised Statute Number of the offenses involved in the incident. Sections and Subparts, etc, should not be preceded by spaces or zeros. If there are no places after the decimal, then the place after the decimal and the decimal point should be omitted. The field should be left justified with no included spaces. Spaces will be interpreted as the end of the data in this field. Subparts, qualifiers, etc. must be included to be more specific on those LRS code that require these identifiers. The parts of the field can be expanded or contracted as necessary to fill in the data. (Example: Murder 14:30 would have 2 spaces before the decimal. You would drop the other space before the decimal, the decimal point, and the space after the decimal.)

All local ordinances must be reported as the appropriate state statute with any subparts, qualifiers, etc. when applicable. When a parish statute does not correspond to a state statute, the parish statute may be reported with a "P:" for the title and the parish statute following the colon. If the statute that does not have a corresponding state statute is a city ordinance, it should be reported by the police department with a "C:" substituted for the title portion of the data field, and the city ordinance following the colon. When it is a Sheriff's Office, or any other law enforcement agency who has jurisdiction in more than one city, reporting the city ordinance, it should be reported with a "C#" substituted for the title portion of the data field, and the city ordinance following the colon, where the "#" is replaced with a unique number for each city as decided by the agency and agreed upon by the state.

Any local ordinances reported to the state system will generate a warning unless the state is first told to expect these local ordinances and a description of the local ordinance has been sent to the state system so it can be classified and programmed into the state system.

No LRS codes will be accepted unless they are indicated on the **Master LIBRS/LRS Code Table**. If the LRS code is not indicated on this Master Table the incident should not be sent to the State System. If the LRS is sent before it is classified and defined on the Master LIBRS/LRS Code Table it will be rejected.

- EXAMPLES:** (1) When 14:42 is used the state program will need qualifiers to determine if the offense should be classified as a forcible rape or as a forcible sodomy. If the offense is submitted as a **14:42/V**, this would translate to a forcible rape offense and if this offense is submitted as a **14:42/A** this would translate to a forcible sodomy offense. Without any qualifiers the state program has no way to determine which offense this LRS should be reported under and the entire incident would be rejected. The agency would receive an error message that says: "This LRS Code must be submitted with a qualifier to define offense applicable."
- (2) If an incident involved a robbery (14:64) and a forcible rape (**14:42.1/V**), two Louisiana Revised Statute Numbers should be submitted. The 14:64 does not require any qualifier, but the 14:42.1 does require a qualifier.
- (3) If two females were raped in an incident, two Louisiana Revised Statute Numbers should be submitted for rape. (one LRS should be reported for each victim -- in this case both LRS codes required would be **14:42.1/V** for victim 001 and **14:42.1/V** for victim 002)

Refer to the Master LIBRS/LRS Code Table to determine: 1) LRS Codes that are accepted, 2) What offense the LRS code was assigned (NIBRS Code determines offense to be reported), 3) Index Class assigned to each LRS, 4) IBR and UCR rankings. To determine definitions of qualifiers see the list at the end of this section.

ALLOWED
ENTRIES

for **SUBPARTS:**

Some LRS codes are broken down in subparts and must be submitted with the subpart. Each code may be a different offense when submitted to LIBRS. For instance 14:107/1 would be reported as Drunkenness (90E) and 14:107/9 would be Prostitution (40A).

The following LRS codes will be rejected if not submitted with a subpart and have been deleted from the Master LIBRS/LRS Code Table.

14:59	14:94	14:103	14:107
14:130.1			

The LRS codes listed below **will require** a subpart to determine the proper offense to be submitted to LIBRS.

14:59/A1	14:59/A2	14:59/A3	14:59/A4
14:59/A5	14:59/A6	14:59/A7	14:59/A8
14:59/A9	14:59/A10	14:94/E	14:94/F
14:103/A1	14:103/A2	14:103/A3	14:103/A4
14:103/A5	14:103/A6	14:107/1	14:107/2
14:107/3	14:107/4	14:107/5	14:107/6
14:107/7	14:107/8	14:107/9	14:130.1/A
27:98/B	27:98/C	27:100/A	27:100/B
27:264/A	27:264/B		

NOTE: 14:130.1 can also be submitted with a qualifier. See Allowed Entries for Qualifiers.

Example:

- (1) **14:59/A1** this "A1" refers to the Subpart A paragraph 1 and would be reported as the offense of All Other Offenses (90Z).
- (2) **14:59/A9** this "A9" refers to the Subpart A paragraph 9 and would be reported as the offense of a Weapon Law Violation (520).

EDIT: If these LRS codes are submitted without a subpart, the entire incident will be rejected and the agency would receive an error message that says: "This LRS code must be submitted with a subpart to identify offense applicable."

(Error Message 22005)

ALLOWED
ENTRIES
for **SUBPARTS**
and **SUBPARTS**
with **QUALIFIERS**:

Some LRS Codes are broken down into subparts and some must have subparts with qualifiers. Each code may be a different offense when submitted to LIBRS. For instance, 14:129/A1 would be reported as Intimidation (13C) and 14:129/A2F would be reported as an Aggravated Assault (13A).

The following LRS codes will be rejected if not submitted with a subpart or subpart with a qualifier and have been deleted from the Master LIBRS/LRS Code Table.

14:129 14:228 40:971

The LRS codes listed below **will require** a subpart or a subpart with a qualifier to determine the proper offense to be submitted to LIBRS.

14:129/A1	14:129/A2F	14:129/A2T	14:228/A1
14:228/A2	14:228/A3	14:228/A4	14:228/A5
14:228/A6	14:228/A6X	14:228/A6Y	14:228/A7
40:971/A	40:971/B1A	40:971/B1BX	40:971/B1B
40:971/B1C	40:971/B1D	40:971/B1E	40:971/B1F
40:971/B1G	40:971/B1H	40:971/C	

Example:

- (1) **14:228/A6** this "A6" refers to the Subpart A paragraph 6 and with no qualifier, this would be reported as the offense of All Other Larceny (23H).
- (2) **14:228/A6Y** this "A6" refers to the Subpart A paragraph 6 and with a qualifier of "Y", this would be reported as the offense of Destruction/Damage/Vandalism of Property (290)

EDIT: If this LRS is submitted without a subpart or a subpart with a qualifier the entire incident will be rejected. The agency would receive an error message that says: "This LRS code must be submitted with a subpart or a subpart with a qualifier to define the offense applicable."

(Error Message 22010)

EDIT: If the LRS is submitted with a subpart and no qualifier, the agency would receive a warning message that says: "WARNING--This LRS code was submitted with a subpart and no qualifier." Check Master LIBRS/LRS Code Table to be sure the correct offense is being reported.

(WARNING # 22015)

ALLOWED ENTRIES

for **QUALIFIERS:** Some LRS codes must be submitted with a qualifier in order to determine the proper offense to be reported. For instance, 14:42/V would be reported as a Forcible Rape (11A) and 14:42/A would be a Forcible Sodomy (11B).

The following LRS codes will be rejected if not submitted with a qualifier and have been deleted from the Master LIBRS/LRS Code Table.

14:42	14:42.1	14:43	14:43.1
14:43.2	14:51	14:52	14:53
14:54	14:62	14:63	14:63.3
14:87.2	14:87.5	14:90	14:90.2
14:122	14:130.1	14:205	14:404

The LRS codes listed below **will require** a qualifier to determine the proper offenses to be submitted to LIBRS.

14:42/A	14:42/V	14:42.1/A	14:42.1/V
14:43/A	14:43/V	14:43.1/N	14:43.1/P
14:43.2/N	14:43.2/P	14:51/H	14:51/U
14:52.1/H	14:52.1/U	14:52/H	14:52/U
14:53/H	14:53/U	14:54/H	14:54/U
14:62/I	14:62/M	14:62/Z	14:63/I
14:63/M	14:63.3/I	14:63.3/M	14:87.2/F
14:87.2/L	14:87.2/W	14:87.5/F	14:87.5/L
14:87.5/W	14:90/G	14:90/R	14:90.2/G
14:90.2/R	14:122/F	14:122/T	14:130.1/B
14:130.1/F	14:130.1/I	14:130.1/T	14:130.1/X
14:130.1/Y	14:205/H	14:205/U	14:404/J
14:404/Q			

NOTE: 14:130.1 can also be submitted with a subpart. See Allowed Entries for Subparts.

Example:

- (1) **14:90/G** this "G" refers to a qualifier (see qualifier list) and would be reported as the offense of Betting/Wagering (39A).
- (2) **14:51/U** this "U" refers to a qualifier (see qualifier list) and would be reported as the offense of Arson (200).

EDIT: If these LRS codes are submitted without a qualifier, the entire incident will be rejected and the agency would receive an error message that says: "This LRS must be submitted with a qualifier to identify offense applicable."
(Error message 22020)

ALLOWED ENTRIES
for **WITH OR WITHOUT**
QUALIFIERS:

Some LRS codes are allowed to be submitted with or without a qualifier. For instance, 14:44.1 would be reported as a Kidnaping (100) and 14:44.1/N would be Forcible Fondling (11D).

The LRS codes listed below will be accepted with or without a qualifier or a hard code to determine the proper offense code to be reported to LIBRS.

14:30.1	14:30.1/D	14:32.1	14:32.1/AA
14:44.1	14:44.1/A	14:44.1/N	14:44.1/O
14:44.1/P	14:44.1/V	14:65.1	14:65.1/F
14:67	14:67/B	14:67/C	14:67/E
14:67/K	14:67/S	14:67/Z	14:93
14:93/F	14:107.1	14:107.1/F	14:129.1
14:129.1/F	14:129.1/T	14:133.1	14:133.1/F
14:133.1/T			

The LRS codes listed below would produce these Warning Messages:

- 14:30.1** **with no qualifier** would be reported as Murder and Nonnegligent Homicide (09A).
The reporting agency would receive a warning message that says:
 "WARNING -- This LRS submitted without a qualifier will be reported as Murder and Nonnegligent Homicide (09A)." If this is not the correct offense, resubmit this LRS code with a qualifier.
 (WARNING # 22125)
- 14:32.1** **with no qualifier** would be reported as Driving Under the Influence (90D).
The reporting agency would receive a warning message that says:
 "WARNING -- This LRS submitted without a qualifier will be reported as Driving Under the Influence (90D)." If this is not the correct offense, resubmit this LRS code with a qualifier.
 (WARNING # 22025)
- 14:44.1** **with no qualifier** would be reported as Kidnaping (100).
The reporting agency would receive a warning message that says:
 "WARNING -- This LRS submitted without a qualifier will be reported as Kidnaping (100)." If this is not the correct offense, resubmit this LRS code with a qualifier.
 (WARNING # 22030)

- 14:65.1** **with no qualifier** would be reported as a Purse Snatching (23B).
The reporting agency would receive a warning message that says:
"WARNING -- This LRS submitted without a qualifier will be reported as Purse-Snatching (23B)." If this is not the correct offense, resubmit this LRS code with a qualifier.
(WARNING # 22035)
- 14:93** **without a qualifier** this LRS would be reported as a Family Offense Nonviolent (90F).
The reporting agency would receive a warning message that says:
"WARNING -- This LRS submitted without a qualifier will be reported as Family Offense Nonviolent (90F)." If this is not the correct offense, resubmit this LRS code with a qualifier.
(WARNING # 22040)
- 14:107.1** **without a qualifier** the offense will be reported as All Other
or Offenses (90Z). If this is not the correct offense resubmit this LRS
14:133.1 code with a qualifier.
The reporting agency would receive a warning message that says:
"WARNING -- This LRS submitted without a qualifier will be reported as All Other Offenses (90Z)." If this is not the correct offense, resubmit this LRS code with a qualifier.
(WARNING # 22045)
- 14:129.1** **without a qualifier** this LRS would be reported as a Simple Assault (13B).
The reporting agency would receive a warning message that says:
"WARNING -- This LRS submitted without a qualifier will be reported as a Simple Assault (13B)." If this is not the correct offense, resubmit this LRS code with a qualifier.
(WARNING # 22050)

HARD CODE EDITS on LRS with no Qualifier based on PROPERTY DESCRIPTIONS

14:67 with no qualifier would be reported as All Other Larceny-Theft (23H); or other offenses as determined by hard codes as defined below.

If LRS code of **14:67** is submitted **without a qualifier** and if DE # 15 is **not equal to: "03", "05", "24", "28", or "37"; or "38"; or "04"**, then the agency would receive this warning message:

"WARNING-- This LRS submitted without a qualifier will be reported as All Other Larceny-Theft (23H)" If this is not the correct property description code, resubmit property description code.

(WARNING # 22055)

If LRS code of **14:67** is submitted **without a qualifier** and if DE # 15 = **"38"**, which equals Theft of Motor Vehicle Parts (23G), then the agency would receive this warning message:

"WARNING-- This LRS submitted without a qualifier and "38" in DE # 15 will be reported as Theft of Motor Vehicle Parts (23G)." If this is not the correct property description code, resubmit property description code.

(WARNING # 22060)

If LRS code of **14:67** is submitted **without a qualifier** and if DE # 15 = **"03", "05", "24", "28", or "37"**, which equals Motor Vehicle Theft (240), then the agency would receive this warning message:

"WARNING -- This LRS submitted without a qualifier and "03", "05", "24", "28", or "37" in DE # 15 will be reported as Motor Vehicle Theft (240)." If this is not the correct property description code, resubmit property description code.

(WARNING # 22065)

If LRS code of **14:67** is submitted **without a qualifier** and if DE # 15 = **"04"**, which equals theft of a bicycle, then the agency would receive this warning message:

"WARNING -- This LRS submitted without a qualifier and "04" in DE # 15 will be reported as theft of a bicycle." If this is not the correct property description code, resubmit property description code.

(WARNING # 22070)

14:68 would be reported as All Other Larceny-Theft (23H); or Motor Vehicle Theft (240) as determined by hard codes as defined below.

If LRS code of **14:68** is submitted and if DE # 15 is **not equal to: "03", "05", "24", "28" or "37"**, then the agency would receive this warning message:

"WARNING-- This LRS submitted will be reported as All Other

Larceny-Theft (23H)." If this is not the correct property description code, resubmit property description code.

(WARNING # 22071)

If LRS code of **14:68** is submitted and if DE # 15 = "**03**", "**05**", "**24**", "**28**" or "**37**", which equals Motor Vehicle Theft (240), then the agency would receive this warning message:

"WARNING-- This LRS submitted and "03", "05", "24", "28" or "37", in DE # 15 will be reported as Motor Vehicle Theft (240)." If this is not the correct property description code, resubmit property description code.

(WARNING # 22072)

ALLOWED ENTRIES

for **JUVENILE QUALIFIERS:**

In order to capture juvenile specific reportable offenses that do not relate to any of the LRS codes, LIBRS will accept the following identifiers in lieu of a LRS code:

Agency should submit the following codes in this data element for juvenile specific offenses:

JU:CUR = Juvenile Curfew Violations would be reported as Curfew/Loitering/Vagrancy violations (90B - Society)

JU:RUN = Juvenile Runaways would be reported under Runaways offense (90I - Society - Not a crime)

JU:TRU = Juvenile Truancy would be reported as All Other Offenses (90Z - Society - not a crime)

JU:UNG = Juvenile Ungovernables would be reported under Disorderly Conduct Offense (90C - Society)

EDIT: When Juvenile Qualifiers are used, the age must be "01" - "16" for a JU:RUN - Runaway Offense (90I), JU:UNG - Ungovernable (90C), JU:CUR - Curfew (90B), or JU:TRU - Truancy (90Z).
(Error Message 22100)

ALLOWED ENTRIES FOR **INCHOATES:**

When **LRS Codes of 14:25, 14:26, 14:28 and 14:107.2** are applicable, the LRS code of the actual offense must be submitted and immediately proceeding the dash the data values listed below would indicate which inchoate would be applicable to this LRS charge. Only the following modifiers can be used:

Enter only one code per Louisiana Revised Statute Offense (i.e. if LRS charge is aggravated assault of 14:87.2/F and the offender or the arrestee was responsible for accessory after the fact then the agency would submit the following: **14:87.2/F-A**, this would be reported as an aggravated assault, accessory after the fact as the offense and for LIBRS reporting this would be considered an All Other Offenses (90Z).

When a LRS Code is a Group A Offense and is submitted with the inchoates of "-A", "-C", "-I", or "-S" appended, the offense is reported to NIBRS as All Other Offenses (90Z).

When a LRS Code is a Group B Offense and is submitted with the inchoates of "-A", "-C", "-I", or "-S" appended, the offense is reported to NIBRS as the appropriate Group B Offense as defined on the LIBRS/LRS Master Code Table.

Only one modifier can be used per LRS offense:

LRS MODIFIERS (inchoates).

- A - Accessory After the Fact
- C - Conspiracy
- I - Inciting a Felony
- S - Solicitation
- H - Hate Crime Penalty Enhancer

- Requirements:**
- 1) When **14:28.1 Solicitation for Murder** is used, this LRS would be submitted without a qualifier. This offense will be reported as an All Other Offense (90Z) for LIBRS reporting.
 - 2) When **14:24 Principal** is used as an LRS charge, since this is a definitional LRS and does not carry any penalties, it is not necessary to submit this LRS to LIBRS.
 - 3) **If the LRS Code is appended with "-A", "-C", "-I", "-S", or "-H"** this means the offense was an inchoate of the LRS Offense shown in first ten digits of DE # 6 or DE # 45. These modifiers for the LRS Code should always be considered "Completed", even if the principal LRS offense was not. The offender completed the conspiracy, even if the offense itself was not completed by the offender conspired with.
(Error Message 22085)
 - 4) When a LRS Code is submitted with the inchoate of "-H" appended, the LRS would be reported to NIBRS under the offense code defined on the LIBRS/LRS Master Code Table.

Note: If LRS Code is appended with "-H", this means the offense was a hate crime and the penalty has been enhanced by 14:107.2. This offense will be reported based on the LRS shown on the first ten digits of DE # 6 or DE # 45.

QUALIFIERS FOR LRS BREAKDOWN

Qualifiers must be associated with the LRS Codes as shown in the LIBRS/LRS Master Code Table. Only the combinations shown on this table qualify as a valid entry in Data Element # 6 (LRS of Offense) and Data Element # 45 (LRS of Arrest Offense). An agency cannot append these qualifiers to any LRS Code to classify offense to be reported, unless it is a valid LRS Code combination as classified on the LIBRS/LRS Master Code Table.

- AA** = Vehicular homicide with intent to kill (Murder and Nonnegligent Manslaughter - 09A - Person)
- A** = Anal penetration Anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (Forcible Sodomy - 11B - Person)
- B** = Theft from Building A theft from within a building which is either open to the general public or where the offender has legal access. (Theft from Building - 23D - Property)
- C** = Theft from Coin Operated Machine A theft from a machine or device which is operated or activated by the use of coins. (Theft from Coin Operated Machine - 23E - Property)
- D** = Drug/Narcotic Violations The offender unlawfully distributes or dispenses a controlled dangerous substance to a recipient or to another who subsequently distributes or dispenses such controlled dangerous substance, which is the direct cause of the death of the person who ingested or consumed the controlled dangerous substance. (Drug/Narcotic Violations - 35A - Society)
- E** = Embezzlement The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control. (Embezzlement - 270 - Property)
- F** = Actual force was used against the victim or threat of force displaying a weapon (i.e. would be used to determine whether a purse snatching is to be reported as strong-arm robbery or as larceny-theft--14:65.1/F and 14:65.1) (Aggravated Assault - 13A - Person, or Robbery- 120 - Person)
- G** = Betting and Wagering To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute. (Betting/Wagering - 39A - Society)
- H** = Inhabited Dwelling A structure occupied as a place of settled residence or habitat (lived in regularly or routinely). Arson reporting (Arson - 200 - Property)

- I** = Immovable Structures Fixed permanent or immovable things; include house trailer or houseboat if used as permanent dwelling. Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Trespass of Real Property - To unlawfully enter land, a dwelling, or other real property. (Burglary - 220 - Property, or Trespass of Real Property - 90J - Society)
- J** = Self inflicted serious bodily injuries (All Other Offenses - 90Z - Person)
- JU:CUR** = Juvenile Curfew Violations would be reported as curfew/loitering/vagrancy violations (Curfew/Loitering/Vagrancy Violations - 90B - Society)
- JU:RUN** = Juvenile Runaways would be reported under runaways offense (Runaway - 90I - Society - Not a Crime)
- JU:TRU** = Juvenile Truancy Absent from school without permission. Reported to NIBRS under All Other Offenses (90Z - Society - Not a Crime)
- JU:UNG** = Juvenile Ungovernables would be reported under disorderly conduct (Disorderly Conduct - 90C - Society)
- K** = Pocket Picking The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft. (Pocket Picking - 23A - Property)
- L** = Murder and Nonnegligent manslaughter The willful (nonnegligent) killing of one human being by another (human being live born--not an embryo or fetus in utero) (Murder and Nonnegligent manslaughter - 09A - Person)
- M** = Movable Structures (tents, boats, airplanes, lawnmowers, hand tools, farm and construction equipment, etc.--not permanent dwellings--Larceny Theft) (All Other Larceny - 23H- Property)
- N** = Rubbing/touching No actual penetration-"indecent liberties", "child molesting", no elements of 11A, B or C were applicable (Forcible Fondling - 11D - Person)
- O** = Oral intercourse Oral sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (Forcible Sodomy - 11B - Person)
- P** = Sexual Assault With an Object To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (Sexual Assault With an Object - 11C - Person)
- Q** = Victim had offender inflict serious bodily injuries to him/her (victim made the offender inflict injuries to his/her person--no intent on part of the offender) (Aggravated Assault - 13A - Person)
- R** = Operating/Assisting Gambling To unlawfully operate, promote, or assist in the operation of a game of chance. (Operating/Promoting/ Assisting Gambling - 39B - Property)

- S** = Shoplifting The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale. (Shoplifting - 23C - Property)
- T** = Threat of force was used against the victim (no weapons and no physical attack used in this threat) (Intimidation - 13C - Person)
- U** = Uninhabited Dwelling Structures uninhabited or abandoned or not normally in use. Arson reporting (Arson - 200 - Property)
- V** = Vaginal penetration with force or without force where the victim is incapable of giving consent because of youth or because of temporary or permanent mental incapacity (Forcible Rape - 11A - Person)
- W** = Fetal Death a human embryo or fetus in utero (All Other Offenses - 90Z - Society)
- X** = Falsified records by forgery or counterfeiting The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. (Counterfeiting/Forgery - 250 - Property)
- Y** = Destroyed records or property (Destruction/Damage/Vandalism of Property - 290 - Property)
- Z** = Theft from a Motor Vehicle The theft of articles from MV whether locked or unlocked. (Theft from a Motor Vehicle - 23F - Property)

LRS MODIFIERS (INCHOATE)

- A** = Accessory After the Fact
- C** = Conspiracy
- I** = Inciting a Felony
- S** = Solicitations
- H** = Hate Crime Penalty Enhancer

DATA ELEMENT # 7 OFFENSE ATTEMPTED/COMPLETED

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Message 12001)
 - 2) Must be a valid code of "A" = Attempted or "C" = Completed.
(Error Message 12051)
 - 3) If "A" = Attempted is entered and Data Element # 6 (Louisiana Revised Statute Number) is a "Crime Against Property," **Gambling, Kidnaping or Drug/Narcotic offenses** (see Master LIBRS/LRS Code Table), Data Element # 14 (Type Property Loss/Etc.) must be "1" = None or "8" = Unknown.
(Error Message 10077)
 - 4) If Data Element # 6 (Louisiana Revised Statute Number) was a "Crime Against Property", Kidnaping (100), Gambling (39A and B), or Drug Offenses (35A and B), and Data Element # 7 (Offense Attempted/Completed) was "C" = Completed, a Property Segment (**Segment 30 and 31**) must be sent with a valid code in Data Element # 14 (Type Property Loss/Etc.).
(Error Message 10078)
 - 5) **Data Element # 7 (Offense Attempted/Completed) code must be "C" = Completed if Data Element # 6 (Louisiana Revised Statute Number) is an "Assault" or "Homicide."**
(Error Message 12056)

NOTES: This element is used to indicate whether each offense in the incident was completed or merely attempted.

ALLOWED ENTRIES: **Enter only one (1) code for each Offense Segment:**

- A - Attempted
- C - Completed

EXAMPLE:

(1) During the same incident victim number one (001) was raped and the offender attempted to rape victim number two (002), but had to leave the scene before the act was consummated due to the arrival of the police. Offense 001 (14:42/V) would have "C" = Completed for this data element. And Offense 002 (also 14:42/V) would have "A" = Attempted for this data element.

DATA ELEMENT # 8 OFFENDER SUSPECTED of USING / GAMING MOTIVATION

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
 (Error Message **14001**)
 - 2) Must be a valid code.
 (Error Message **14004**)
 - 3) If more than one code entered, cannot be a duplicate.
 (Error Message 12006)
 - 4) Value "N" = Not Applicable is mutually exclusive of any other value entered, i.e., "N" is to be entered only if no other code applies.
 (Error Message 12007)

NOTES: This data element is used to indicate whether the offender in the incident was suspected of consuming alcohol or using drugs/ narcotics during or shortly before the incident, or of using a computer, computer terminal, or other computer equipment to perpetrate the crime. **Also identifies whether the offender's gaming activity was the motive for the commission of the crime.**

ALLOWED ENTRIES: Enter up to four (4) codes **for each Offender Segment:**

- A - Alcohol
- C - Computer Equipment
- D - Drugs / Narcotics
- G - Gaming Activity Motive for Crime (LIBRS only)**
- N - Not Applicable

- EXAMPLE:**
- (1) Witness to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife. "A" = Alcohol should be entered.
 - (2) A computer "hacker" used his personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. "C" = Computer Equipment should be entered.
 - (3) **Offender robbed a bank and officer arrested him when trying to leave the bank. When questioning the offender he told the officer he needed the money because he lost \$10,000 that morning at the river boat casino. The officer**

also smelled alcohol on his breath. This offender would have "A" = Alcohol and "G" = Gaming Activity Motive for Crime entered into this data element.

Sexual Orientation Bias

- 41 - Anti-Male Homosexual (Gay)
- 42 - Anti-Female Homosexual (Lesbian)
- 43 - Anti-Homosexual (Gays and Lesbians)
- 44 - Anti-Heterosexual
- 45 - Anti-Bisexual

Other Bias (LIBRS only, reported to NIBRS as a "88")

- 70 - Age
- 71 - Ancestry
- 72 - Creed
- 73 - Gender
- 74 - Organizational Affiliation (governmental, private institutions, and unincorporated groups)

Disability Bias

- 51 - Anti-Physical Disability
- 52 - Anti-Mental Disability

None/Unknown

- 88 - None (no bias--to be used when offender is unknown or when there is no bias motivation for the crime)
- 99 - Unknown (pending investigation)

In LIBRS, incidents that do not involve any facts indicating biased motivation on the part of the offender are to be coded as "88" - None, while incidents involving ambiguous facts (i.e., where some facts are present but are not conclusive) are to be coded "99" - Unknown.

If any of these codes are used (other than "88" or "99") then the incident would be considered a hate crime and probably should be appended with "-H" = Hate Crime Penalty Enhancer to represent enhanced penalties related to hate crimes in 14:107.2.

DATA ELEMENT # 9**LOCATION TYPE****EDIT TYPE:**

2 Character Alpha

REQUIREMENTS:

- 1) Must be present -- cannot be blank.
(Error Message 12001)
- 2) Must be a valid code.
(Error Message 12004)

NOTES:

This data element is to be used to report the type of location/ premises where each offense took place. Only one (1) location can be entered for each offense.

ALLOWED ENTRIES:

Enter only one (1) code **per Offense Segment:**

- 01 - Air/Bus/Train Terminal
- 02 - Bank Savings and Loan (includes other financial institutions)
- 03 - Bar/Night Club
- 40 - Casino Land Based (reported to NIBRS as a "03")**
- 41 - Casino River Boat (reported to NIBRS as a "03")**
- 04 - Church/Synagogue/Temple (includes other religious buildings)
- 05 - Commercial/Office Building
- 06 - Construction Site
- 07 - Convenience Store
- 08 - Department/Discount Store
- 09 - Drug Store/Doctor Office/Hospital (includes medical supply building)
- 10 - Field/Woods
- 11 - Government/Public Building
- 12 - Grocery/Supermarket
- 13 - Highway/Road/Alley (includes street)
- 14 - Hotel/Motel/Etc. (includes other temporary lodgings)
- 15 - Jail/Prison (includes penitentiary)
- 16 - Lake/Waterway
- 17 - Liquor Store
- 18 - Parking Lot/Garage
- 19 - Rental Storage Facility (includes "Mini-Storage" and "Self-Storage" buildings)
- 20 - Residence/Home
- 21 - Restaurant (includes cafeteria)
- 22 - School (includes university)
- 23 - Service/Gas Station
- 24 - Specialty Store (includes fur store, jewelry store, TV store, dress shop, etc.)
- 25 - Other/Unknown (**use only if none of the above codes**)

apply)

EXAMPLE:

- (1) An assault started in a bar ("03"), continued into a adjoining parking lot ("18"), and ended in the street ("13"). As the bar was the location where the offense was initiated and best describes the circumstances of the crime, "03" = Bar/Night Club should be entered.
- (2) Two offenders robbed a bar. One of the offenders raped a female customer in the bar while the other offender stood at the door with a gun. There was one incident with two offenses, robbery and forcible rape. The location of the robbery would be "03" = Bar/Night Club, and the location of the forcible rape would be "03" = Bar/Night Club.

DATA ELEMENT # 10 NUMBER of PREMISES ENTERED

EDIT TYPE: 2 Character **Alpha/Numeric**

REQUIREMENTS: 1) Must be entered if Data Element # 6 has a **NIBRS offense code as defined on the Master LIBRS/LRS Code Table of: 220** and Louisiana Revised Statute Number is one of the following:

14:62/I	14:62.1	14:62.2	14:62.3
14:62.4	14:62.5	14:62.6	14:130.1/I

14:228/A4
Requirement 1

and Data Element # 9 (Location Type) contains "14" = Hotels/Motels/Etc. or "19" = Rental Storage Facility.

(Error Message 12057)

2) Must be numeric entry of 01-99 if entered.

(Error Message 12002)

3) When entered, Data Element # 9 (Location Type) must be "14" = Hotel/Motel/Etc. or "19" = Rental Storage Facility, and Data Element # 6 **has a NIBRS offense code as defined on the Master LIBRS/LRS Code Table of: 220** and Louisiana Revised Statute Number is one of the following:

14:62/I	14:62.1	14:62.2	14:62.3
14:62.4	14:62.5	14:62.6	14:130.1/I

14:228/A4
Requirement 3
(Error Message 12052)

NOTES: This data element is used only if the offense is burglary and the "Hotel Rule" is applicable. In such cases, the number of structures (premises) entered is to be reported. **If LRS offense is not reportable as a burglary (220) this data element must be left blank.**

In the Summary UCR Reporting System, the "Hotel Rule" is only applied to temporary lodging. It states: If a number of dwelling units under a single manager are burglarized, then the offenses are most likely to be reported to the police by the manager rather than the individual tenants. The burglary should be reported as a single offense. The total number of individual rooms, units, storage compartments, etc. entered is to be reported into this data element.

In LIBRS the "Hotel Rule" has been expanded to include rental storage facilities, i.e., "mini-storage" and "self storage" buildings.

EXAMPLE:

- (1) A "self storage" building was burglarized and 11 rented storage compartments were forcibly entered. The number "11" (for eleven compartments) should be entered into this data element.

EXAMPLE:

- (1) Investigation of a burglary complaint disclosed that the offender(s) entered the building through an unlocked street door and then forced a locked door to an office and stole a typewriter. Since one door was forced, "F" = Force should be entered.

**ALLOWED ENTRIES:
CRIMINAL
ACTIVITY**

Can enter up to three (3) codes for each of the above offenses:

- B - Buying/Receiving
- C - Cultivation/Manufacturing/Publishing (i.e. production of any type)
- D - Distribution/Selling
- E - Exploiting Children
- I - Possession with Intent to Sell (reported to NIBRS as a "P")
- O - Operating/Promotion/Assisting
- P - Possessing/Concealing
- T - Transporting/Transmitting/Importing
- U - Using/Consuming
- X - Other (reported to NIBRS as a "P")

**EXAMPLE:
CRIMINAL ACTIVITY**

- (1) The offenders published and sold pornographic photographs of children (Example: Up to three types of activity can be entered, "C" = Cultivating/Manufacture/Publishing, "D" = Distributing/Selling, and "E" = Exploiting Children)

**REQUIREMENTS:
GANG INFORMATION**

- 4) Must be entered if DE # 6 has a NIBRS offense code as defined in the Master LIBRS/LRS Code Table of: 09A, 09B, 100, 120, 11A, 11B, 11C, 11D, 13A, 13B, or 13C and LRS is one of the following:

14:30	14:30.1	14:31	14:32
14:32.1/AA	14:34	14:34.1	14:34.2
14:34.3	14:34.4	14:34.5	14:34.6
14:35	14:35.1	14:37	14:37.1
14:37.2	14:38	14:38.1	14:38.2
14:39.1	14:39.2	14:40	14:40.1
14:40.2	14:42/A	14:42/V	14:42.1/A
14:42.1/V	14:43/A	14:43/V	14:43.1/N
14:43.1/P	14:43.2/N	14:43.2/P	14:43.3
14:43.4	14:43.5	14:44	14:44.1
14:44.1/A	14:44.1/N	14:44.1/O	14:44.1/P
14:44.1/V	14:45	14:45.1	14:46
14:46.1	14:60	14:64	14:64.1
14:64.2	14:65	14:65.1/F	14:81.2
14:87.1	14:87.2/F	14:87.2/L	14:87.5/F
14:87.5/L	14:89.1	14:92.3	14:93/F
14:93.5	14:94/E	14:103/A1	14:107.1/F
14:122/F	14:122/T	14:122.1	14:122.2

14:129/A1 14:129/A2F 14:129/A2T 14:129.1
14:129.1/F 14:129.1/T 14:130.1/A 14:130.1/T
14:130.1/F 14:133.1/F 14:133.1/T 14:285
14:404/Q 14:501

Requirement 4
(Error Message 12019)

5) Value "N" = None/Unknown is mutually exclusive with any other gang information codes.
(Error Message 12007)

**NOTES:
GANG INFORMATION**

Also, this data element is to be used to provide gang information on the offender(s).

**DEFINITION:
GANG**

A gang must meet the following criteria:

- an ongoing organization, association, or group of three or more persons
- have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct

**ALLOWED ENTRIES:
GANG
INFORMATION**

Can enter up to two (2) codes for each of the above offenses:

- J - Juvenile Gang
- G - Other Gang
- N - None/Unknown

Note: If code "N" = None/Unknown is entered, codes "J" and "G" are not permitted to be entered.

**EXAMPLE:
GANG**

- (1) Two males, aged 19, were on bicycles riding through a neighborhood when they were approached by three males and forced to stop. Words were exchanged and one of the bicyclists was attacked. Each of the three attackers, one, aged 16 and the other two, aged 17, had identical tattoos on their upper arm. This marking was commonly associated with a local gang. The entry should be: "J" = Juvenile Gang.

DATA ELEMENT # 13 TYPE of WEAPON/FORCE INVOLVED

EDIT TYPE: 3 Character Alpha

- REQUIREMENTS:**
- 1) Must be a valid code.
(Error Message 12004)
 - 2) If more than one code entered, cannot be a duplicate.
(Error Message 12006)
 - 3) Value "99" = None is mutually exclusive with any other value, i.e. "99" to be entered only if no other code applies.
(Error Message 12007)
 - 4) Must be entered if Data Element # 6 has a **NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 09A, 09B, or 09C; 100; 11A, 11B, 11C, or 11D; 120; 13A or 13B; 210; or 520** and Louisiana Revised Statute Number is one of the following:

14:20	14:30	14:30.1	14:31
14:32	14:32.1/AA	14:34	14:34.1
14:34.2	14:34.3	14:34.4	14:34.5
14:34.6	14:35	14:35.1	14:37
14:37.1	14:37.2	14:38	14:38.1
14:38.2	14:39.1	14:39.2	14:42/V
14:42/A	14:42.1/V	14:42.1/A	14:43/A
14:43/V	14:43.1/P	14:43.1/N	14:43.2/P
14:43.2/N	14:43.3	14:43.4	14:43.5
14:44	14:44.1	14:44.1/V	14:44.1/A
14:44.1/O	14:44.1/P	14:44.1/N	14:45
14:45.1	14:46	14:46.1	14:54.2
14:54.3	14:59/A9	14:60	14:64
14:64.1	14:64.2	14:65	14:65.1/F
14:66	14:81.2	14:87.1	14:87.2/F
14:87.2/L	14:87.5/F	14:87.5/L	14:89.1
14:91	14:93/F	14:93.5	14:94/E
14:94/F	14:95	14:95.1	14:95.2
14:95.5	14:95.6	14:95.7	14:103/A1
14:107.1/F	14:122/F	14:129/A2F	14:129.1
14:129.1/F	14:130.1/A	14:130.1/F	14:133.1/F
14:135	14:136	14:404/Q	14:501
14:511	14:512	32:292	40:1783
40:1784	40:1785	40:1787	40:1788
40:1789	40:1792		

Requirement 4
(Error Message 12019)

- 5) If the firearm is an Automatic, add "A" as the third character; valid only with codes: "11" = Firearm (Type not Stated), "12" = Handgun, "13" = Rifle, "14" = Shotgun, and "15" = Other Firearm.
(Error Message 12058)
- 6) The third character of the code must be "A" = Automatic or blank.
(Error Message 12055)
- 7) If an Offense Segment (Segment 20) was submitted for one of the following Louisiana Revised Statute Numbers, the offense would be reported as a simple assault (13B) and must have codes of "40", "90", "95", or "99" in this data element:

14:34.2	14:34.3	14:34.4	14:35
14:35.1	14:38	14:38.2	14:103/A1
14:129.1	14:130.1/A		

Requirement 7

Data Element 13 (Type Weapon/Force Involved) can only have codes of "40" = Personal Weapons, "90" = Other, "95" = Unknown or "99" = None

(Error Message 12065)

- 8) If a **homicide offense (09A, B or C)** is submitted, Data Element # 13 (Type Weapon/Force Involved) cannot have "99" = None. Some type of weapon/force must be used in a homicide offense.

14:20	14:30	14:30.1	14:31
14:32	14:32.1/AA	14:87.1	14:87.2/L
14:87.5/L	14:501		

Requirement 8

(Error Message 12067)

- 9) If **Data Element # 6 (Louisiana Revised Statute Number)** is a **simple assault (13B)**, but the weapon involved is "11", "12", "13", "14", "15" or "11A", "12A", "13A", "14A", or "15A", then this offense should be reported as an **aggravated assault (13A)**.

(Error Message 12069)

NOTES:

This data element is used to enter the type(s) of weapons(s) or force used by the offender(s):

Append an "A" if the weapon is automatic. Any firearm that can fire more than one shot by a single pull of the trigger without manual reloading is classified as an Automatic Firearm.

ALLOWED ENTRIES: Can enter up to three (3) codes for each of the above offenses:

- 11 - Firearm (type not stated)
- 12 - Handgun
- 13 - Rifle
- 14 - Shotgun
- 15 - Other Firearm
- 20 - Knife/Cutting Instrument (e.g., ax, ice pick, screwdriver, switchblade, etc.)
- 30 - Blunt Object (e.g., club, hammer, etc.)
- 35 - Motor Vehicle (when used as a weapon)
- 40 - Personal Weapons (i.e., hands, feet, teeth, etc.)
- 50 - Poison
- 60 - Explosives
- 65 - Fire/Incendiary Device
- 70 - Drugs/Narcotics/Sleeping Pills
- 85 - Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
- 90 - **Other (any weapon or force not fitting the above specifically coded weapon/force--should include toy or pretend weapons if victim thought it was real and also include deadly diseases.)**
- 95 - Unknown
- 99 - None

EXAMPLE:

- (1) Three robbers held up a bank. One was armed with a revolver, the second had a sawed-off shotgun, and the third had an automatic machine gun. The entries would be: "12" = Handgun; "14" = Shotgun; and "15A" = Other firearm Automatic.

DATA ELEMENT # 14 TYPE of PROPERTY LOSS

EDIT TYPE: 1 Character Numeric

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Message 13001)
 - 2) Must be a valid code.
(Error Message 13004)
 - 3) If "1" = None or "8" = Unknown, Data Elements 15 through 22 must be blank if offense is not a 35A (Drug Violation Offense).
The exception being when the offense is one of the following **LRS Drug Violations Offenses (35A):**

14:30.1/D	40:962.1	40:966	40:967
40:968	40:969	40:970	40:971.1
40:981	40:981.1	40:981.2	40:981.3
40:982	40:989		

Requirement 3

If "1" = None is entered for one of the above LRS Codes, then Data Element # 20 (Suspected Drug Type) must be completed.

(Error Message 13052)

The following edit would apply to the LRS codes listed above only:

- 3a) **If Data Element # 7 is "A" = Attempted, then Data Element # 14 (Type of Property Loss) must be "1" = None or "8" = Unknown. These are the only two data values accepted.**
(Error Message 84001, 84003, 84104, 84105, 84006, 84107, 84108, 84009, 84010, 84112, 84013, 84014, 84117, 84120)

- 4) Must be entered if Data Element # 6 is a "**Crime Against Property**" and has a NIBRS offense code as defined on **Master LIBRS/LRS Code Table of: 100; 120; 200; 210; 220; 23A, 23B, 23C, 23D, 23E, 23F, 23G, 23H; 240; 250; 26A, 26B, 26C, 26D, 26E; 270; 280; 290; 35A, 35B; 39A, 39B, 39C, 39D; 510; 90A or 90Z if "Crime Against Property":**

14:30.1/D	14:44	14:44.1	14:45
14:45.1	14:46	14:46.1	14:51/H
14:51/U	14:52.1/H	14:52.1/U	14:52/H
14:52/U	14:53/H	14:53/U	14:54/H
14:54/U	14:55	14:56	14:56.1

14:56.2	14:57	14:58	14:59/A1
14:59/A2	14:59/A3	14:59/A4	14:59/A5
14:59/A6	14:59/A7	14:59/A8	14:59/A10
14:60	14:62/I	14:62/M	14:62/Z
14:62.1	14:62.2	14:62.3	14:62.4
14:62.5	14:62.6	14:63.2	14:64
14:64.1	14:64.2	14:65	14:65.1
14:65.1/F	14:66	14:67	14:67/B
14:67/C	14:67/E	14:67/K	14:67/S
14:67/Z	14:67.1	14:67.2	14:67.3
14:67.4	14:67.5	14:67.6	14:67.7
14:67.8	14:67.9	14:67.10	14:67.11
14:67.13	14:67.14	14:67.15	14:68
14:68.1	14:68.2	14:68.3	14:68.4
14:69	14:70	14:70.1	14:70.2
14:70.3	14:70.4	14:71	14:71.1
14:71.2	14:72	14:72.1	14:72.2
14:73	14:73.2	14:73.3	14:73.4
14:73.5	14:90/G	14:90/R	14:90.1
14:90.2/G	14:90.2/R	14:90.3	14:93.4
14:101	14:102.5	14:102.6	14:102.10
14:112	14:112.1	14:118	14:118.1
14:118.2	14:119	14:119.1	14:120
14:126.3	14:130.1/B	14:130.1/I	14:130.1/X
14:130.1/Y	14:131	14:132	14:133
14:133.3	14:134.2	14:135	14:136
14:138	14:139	14:139.1	14:139.2
14:140	14:141	14:201	14:202
14:203	14:204	14:205/H	14:205/U
14:206	14:207	14:208	14:209
14:210	14:211	14:212	14:213
14:214	14:217	14:218	14:219
14:220	14:220.1	14:221	14:222
14:222.1	14:223	14:223.5	14:223.6
14:223.7	14:223.8	14:224	14:225
14:226	14:227	14:228/A1	14:228/A2
14:228/A3	14:228/A4	14:228/A6	14:228/A6Y
14:228/A6X	14:228/A7	14:228.1	14:229
14:230	14:331	14:351	14:352
14:353	14:511	14:512	14:513
27:98/B	27:98/C	27:99	27:100/A
27:100/B	27:262	27:263	27:264/A
27:264/B	32:291	32:373	32:421
40:962.1	40:966	40:967	40:968
40:969	40:970	40:971/B1A	40:971/B1BX

40:971/B1B	40:971/B1C	40:971/B1D	40:971/B1E
40:971/B1F	40:971/B1G	40:971/B1H	40:971.1
40:975	40:981	40:981.1	40:981.2
40:981.3	40:982	40:989	40:1032
40:1033	40:1033.1	40:1321.G	46:114.2

Requirement 4

(Error Message 13019)

- 5) If "5" = Recovered, every property description code entered into Data Element # 15 (Property Description) must also have been reported as "7" = Stolen/Etc. This applies to both initial submissions and resubmissions for incident reports with Segment Action Type "I" = Incident Report. This does not apply, of course, for offenses that allow "recovered" property without first being "stolen." **(does not apply to NIBRS offense codes of 280 and 250) Nor does it apply when Property Description Code "38" = Vehicle Parts/Accessories is subsequently reported as recovered when a vehicle was stolen.**

(Error Message 10072 modified)

- 6) If code is "2" = Burned, "3" = Counterfeited/Forged, "4" = Destroyed /Damaged/Vandalized, "5" = Recovered, "6" = Seized, or "7" = Stolen/Etc., Data Elements # 15-22 must have applicable entries in this segment.

(Error Message 13072)

- 7) When submitting Segment Action Type of "W" = Time-Window Submission or "M" = Modify, Data Element # 14 (Type of Property Loss/Etc.) must be "5" = Recovered.

(Error Message 13078)

- 8) When there is only one completed property offense in an incident, a property segment can contain a "7" = Stolen Property or an "8" = Unknown. The incident will reject if an agency sends a "7" and also an "8" within the same incident, when there is only one completed property offense within the incident.**

(Error Message 84203, 84304, 84312)

- 9) To ensure that 35A-35B Drug/Narcotic Offenses are properly reported, Data Element # 15 (Property Description) cannot be "11" = Drug/Narcotic Equipment for a 35A Drug/Narcotic Violation. Similarly, "10" = Drug/Narcotics cannot be entered for a 35B Drug Equipment Violation. This is enforced by software when there is a single "Crime Against Property" offense.**

However, in multiple "Crimes Against Property" offenses where one offense is a 35A Drug/Narcotic Violation and the other is, say, a 120 Robbery that involves "11" = Drug/Narcotic Equipment, it can be entered. In this case, the above edit will be bypassed. Similarly, "10" = Drugs/Narcotics can be entered along with a 35B Drug Equipment Violation as long as that property is involved in the 120 Robbery.

(Error Message 13087)

- 10) Property loss code must be applicable to offense(s) submitted in Data Element # 6. Refer to (Mandatories) for the correct values to use for each of the offenses.

(Error Message 10081)

NOTES:

This data element is to be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. A separate "Property Segment" containing Data Elements # 14 through 22 is to be submitted for each type of loss/etc., when the incident involved one or more of the offenses listed above.

ALLOWED ENTRIES:

Enter only one (1) code for each Property Segment; but can submit as many property segments as applicable:

- 1 -None
- 2 -Burned (includes damage caused in fighting the fire)
- 3 -Counterfeited/Forged
- 4 -Destroyed/Damaged/Vandalized
- 5 -Recovered (to impound property that was previously stolen)
- 6 -Seized (to impound property that was not previous stolen, **250, 35A, 35B, and 39A-39D are the only offenses that will be accepted as seized**)
- 7 -Stolen/Etc. (includes bribed, defrauded, embezzled, extorted, ransomed, robbed, etc.)
- 8 -Unknown

EXAMPLE:

- (1) For Arson, the entries might be "1" = None (an attempt with no property burned), "2" = Burned (property burned), or "8" = Unknown (not known whether property burned).

DATA ELEMENT # 15**PROPERTY DESCRIPTION****EDIT TYPE:**2 Character **Alpha**/Numeric**REQUIREMENTS:**

- 1) Must be a valid code.
(Error Message 13004)
- 2) If more than one code entered, cannot be a duplicate.
(Error Message 13006)
- 3) If "88" = Pending Inventory is entered, then Data Element # 16 (Value of Property) must be "1" = Unknown (\$1.00). One dollar is used as a quality assurance edit check that instructs the State's computer to accept the "88"= Pending inventory entry.
(Error Message 13053)
- 4) At least one description code must be entered when Data Element # 14 (Type Property Loss/etc.) contains Property Segment(s) for: "2" = Burned, "3" = Counterfeited/Forged, "4" = Destroyed / Damaged / Vandalized, "5" = Recovered, "6" = Seized, "7" = Stolen/Etc.
(Error Message 13075)
- 5) If Data Element # 14 (Type Property Loss/etc.) contains "5" = Recovered, every property description code entered into Data Element # 15 (Property Description) must also have been reported in Data Element # 14 (Type Property Loss/etc.) as "7" = Stolen/Etc. This applies to both initial submissions and resubmissions for incident reports with Segment Action Type "I" = Incident Report. This does not apply, of course, for offenses **(refers to NIBRS offenses of 250 and 280)** that allow "recovered" property without being first "stolen." **Nor does it apply when Property Description Code "38" = Vehicle Parts/Accessories is subsequently reported as recovered when a vehicle was stolen.**
(Error Message 10072 modified)

NOTES:

This data element is to be used to enter descriptions of the property that was burned, counterfeited, destroyed/damaged/ vandalized, etc., as a result of the incident.

ALLOWED ENTRIES:

Enter only one (1) code per Property Description Segment. Do not enter duplicate Property Description codes within one Incident unless a different Type of Property Loss code is used. An exception would be if you had more than one Drug that was Seized in the Incident. You must still follow the Mandatory Data Element Requirements.

01 - Aircraft (airplanes, dirigibles, gliders, etc)

- 02 - Alcohol (alcoholic beverages, e.g., beer, wine, liquor, etc.)
- 03 - Automobiles (all vehicles that serve the primary purpose of transporting people)
- 04 - Bicycles (includes all cycles regardless of number of wheels)
- 05 - Buses (motor vehicles that are specifically designed, but not necessarily used, to transport groups of people on a commercial basis)
- 06 - Clothes/Furs (wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.)
- 07 - Computer Hardware/Software (computers, computer peripherals, and storage media)
- 08 - Consumable Goods (expendable items to be used by humans for nutrition, enjoyment, or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood, etc.)
- 09 - Credit/Debit Cards (includes automatic teller cards)
- 10 - Drugs/Narcotics
- 11 - Drug Narcotic Equipment
- 12 - Farm Equipment (tractors, combines, etc.)
- 13 - Firearms (excluding air powered or gas powered guns)
- 14 - Gambling Equipment (gambling paraphernalia)
- 15 - Heavy Construction / Industrial Equipment
- 16 - Household Goods (beds, chairs, desks, sofas, tables, refrigerators, stoves, washer/dryers, air conditioning and heating equipment, **small appliances**, etc.)
- 17 - Jewelry / Precious Metals
- 18 - Livestock (excluding household pets, such as cats and dogs)
- 19 - Merchandise (items held for sale)
- 20 - Money (legal tender, coins and paper currency)
- 21 - Negotiable Instruments (any document, other than currency which is payable without restriction, e.g., endorsed checks, endorsed money orders, bearer bonds, etc.)
- 22 - Nonnegotiable Instruments (documents requiring further action to become negotiable, e.g., unendorsed checks, food stamps, stocks and bonds, etc.)
- 23 - Office-type Equipment (typewriters, cash registers, etc.)
- 24 - Other Motor Vehicles (any other motor vehicles, e.g., motorcycles, motor scooters, snowmobiles, golf carts, etc.)
- 25 - Purses/Handbags / Wallets
- 26 - Radios/TV's/ VCR's (includes **cameras**, all stereo and video equipment)
- 27 - Recordings-Audio/Visual (includes all media capable of reproducing audio or video)
- 28 - Recreational Vehicles (motor vehicles that are specifically designed, but not necessarily used , to transport people and also provide temporary lodging for recreational purposes)

- 29 - Structures-Single Occupancy Dwellings (houses, town houses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, house mates, or other group)
- 30 - Structures-Other Dwellings (any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, flats, boarding houses, dormitories, as well as temporary living quarters, such as hotels, motels, inns, etc.)
- 31 - Structures-Other Commercial/Business (stores, office buildings, restaurants, etc.)
- 32 - Structures-Industrial/Manufacturing (factories, plants, assembly lines, etc.)
- 33 - Structures- Public/Community (colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.)
- 34 - Structures-Storage (barns, garages, storehouses, warehouses, etc.)
- 35 - Structures-Other (any other structure not fitting in the "Structures" descriptions, e.g., outbuildings, monuments, buildings under construction, etc.)
- 36 - Tools (hand and power tools)
- 37 - Trucks (motor vehicles specifically designed, but not necessarily used, to transport cargo on a commercial basis)
- 38 - Vehicle Parts/Accessories (motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side view mirrors, radios, antennas, tape decks, etc.)
- 39 - Watercraft (motorboats, sailboats, houseboats, etc.)
- 77 - Other (all other property not fitting the above specific descriptions. **This includes "intangibles" which are anything which cannot be perceived by the sense of touch; i.e., benefits, a right or privilege, a promotion, enhanced reputation; or a detriment, e.g., a loss of reputation, injured feelings, etc.)**
- 88 - Pending Inventory (property description unknown until an inventory is conducted)
- 99 - (blank) (special category to be used by the National UCR program to compile statistics on certain designated types of property, e.g., "CB" radios, which are the object of theft fads. **Since this code is not designated at this time, types of property should be appropriated into another code.)**

DATA ELEMENT # 16 VALUE of PROPERTY

EDIT TYPE: 9 Character Numeric

- REQUIREMENTS:**
- 1) Must be numeric entry with zero or blank left-fill if entered.
(Error Message 13002)
 - 2) If value is unknown, must have a value of "1" = Unknown (\$1.00). A value of zero is allowed only for property description codes of: "09" = Credit/Debit Cards, "22" = Nonnegotiable Instruments, "77" = Other, "99" = (special category). Note that codes "09" and "22" require that a zero value be submitted.
(Error Message 13051)
 - 3) If Data Element # 15 (Property Description) has a code of "09" = Credit/Debit Cards or "22" = Nonnegotiable Instruments, a zero value is required for Data Element # 16 (Value of Property).
(Error Messages **13091**)
NOTE: This edit was formerly warning message # 13040.
 - 4) If a value is entered, then Data Element # 15 (Property Description) must be entered.
(Error Message 13054)
 - 5) When Data Element # 14 (Type Property Loss/etc.) entries are made for both "7" = Stolen/Etc. and "5" = Recovered, the recovered "property" cannot have property value(s) greater than corresponding property value(s) reported stolen.
(Error Message 10084)
 - 6) When Data Element # 16 (Value of Property) contains a value that exceeds a LIBRS assigned threshold amount, a "warning" message will be created. The participant is asked to check to see if the value entered was a data entry error, or if it was intended to be entered. A warning message is always produced when the value is \$1,000,000 or greater. For example, if the value of a property was \$12,000.99 but was inadvertently entered as \$1,200,099 in the computer record sent to LIBRS, a "warning" message will be generated. In this case, the cents were entered as whole dollars.
(Error Message 13042)

NOTES: This data element is to be used to enter the total dollar values of the property that was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident.

Do not include partial dollar amounts (cents). Round values to the nearest whole dollar amounts. If the value is unknown, enter one dollar (\$1.00) which means unknown, i.e., "000000001" = Unknown.

If value is known and it is between \$1.00 and \$2.00 the reporting agency should enter \$2.00. This is the minimum dollar value to be entered in this data element, since "1" = Unknown.

EXAMPLE:

- (1) A man purchases a new power saw from the hardware store. Later that same day someone breaks into his truck and steals the saw. The saw was purchased for \$55.73. The value of the property would be rounded to the nearest whole dollar and reported as "000000056"- \$56.00.

DATA ELEMENT # 17 DATE RECOVERED

EDIT TYPE: 8 Character Date

FORMAT: MMDDYYYY

- REQUIREMENTS:**
- 1) Each component of the date must be valid; that is, months must be 01-12, days must be 01-31, and year must include the century (i.e., 19xx, 20xx). In addition, days cannot exceed maximum for the month (e.g., June cannot have 31 days). The date cannot be greater than that entered within the "Month of Tape" and "Year of Tape" fields on the data record. For example, if "Month of Tape" and "Year of Tape" are "06/1995," the recovered date cannot contain any date 07/01/1995 or greater.
(Error Message **13007**)
 - 2) Cannot be earlier than Data Element # 3 (Incident Date/Hour).
(Error Message 13005)
 - 3) If entered, then both Data Elements # 15 (Property Description) and # 16 (Value of Property) must be entered.
(Error Message 13056)
 - 4) If entered, Data Element # 14 (Property Type Loss/etc.) must be "5" = Recovered.
(Error Message 13055)
 - 5) Property Segments (Segment **31**) submitted with a Segment Action Type of "W" = Time-Window Submission cannot have a Date Recovered (Data Element # 17) before the date which is calculated using the base date technique (January 1 of the year prior to the current year, or earlier than the date the agency went IBR). For any subsequent "M" = Modify of a previously submitted "W" = Time-Window Submission, this edit also applies.
(Error Message 13020)

NOTES: If previously stolen property is recovered, the month, day, and year (MMDDYYYY) of its recovery should be entered into this data element.

If there is more than one date of recovery for the same "Property Description" enter the earliest date. If the recovery date is unknown, enter the date of the report.

EXAMPLE:

- (1) On March 28, 1989, three (3) cars were stolen from a used car lot. One of the cars was recovered on July 1, 1989. On July 24, 1989, the second car was recovered. The date entered into this data element should be "07011989".

DATA ELEMENT # 18 NUMBER of STOLEN VEHICLES

EDIT TYPE: 2 Character **Alpha/Numeric**

- REQUIREMENTS:**
- 1) Must be numeric entry with zero left-fill if entered.
(Error Message 13002)
 - 2) Must be entered if **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 240 or hard coded edit based on Data Element # 15 (Property Description) having Motor Vehicle codes as property being stolen** and the Louisiana Revised Statute Number **MUST BE** one of the following:

14:67 14:68 **14:68.4**

Requirement 2

Data Element # 14 (Type Property Loss/Etc.) must be "7" = Stolen/Etc and **Data Element # 7 (Offense Attempted/Completed) must also be "C" = Completed**.
(Error Message 13057)

- 3) Entry must be made when **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 240 or hard coded edit based on Data Element # 15 (Property Description) having Motor Vehicle codes as property being stolen** and the Louisiana Revised Statute Number **MUST BE** one of the following:

14:67 14:68 **14:68.4**

Requirement 3

And Data Element # 14 (Type Property Loss/Etc.) is "7" = Stolen/Etc and **Data Element # 7 (Offense Attempted/Completed) is "C" = Completed**.
(Error Message 13058)

- 4) Data Element # 15 (Property Description) must contain at least one of the following vehicle codes:

- "03" - Automobiles
 - "05" - Buses
 - "24" - Other Motor Vehicles
 - "28" - Recreational Vehicles
 - "37" - Trucks
- (Error Message 13059)

- 5) If more than one vehicle code is entered in Data Element # 15 (Property Description), entry must be equal to or greater than this number of different codes, unless the number of stolen vehicles is unknown ("00").
(Error Message 13088)
- 6) If LRS code of 14:67 is submitted without a qualifier and if DE # 15 = "03", "05", "24", "28", or "37", which equals Motor Vehicle Theft (240), then the agency would receive this warning message:
"WARNING -- This LRS submitted without a qualifier and "03", "05", "24", "28", or "37" in DE # 15 will be reported as Motor Vehicle Theft (240)." If this is not the correct property description code resubmit property description code.
(WARNING # 22065)
- 7) If LRS code of 14:68 is submitted and if DE # 15 is not equal to: "03", "05", "24", "28" or "37", then the agency would receive this warning message:
"WARNING-- This LRS submitted will be reported as All Other Larceny-Theft (23H)." If this is not the correct property description code resubmit property description code.
(WARNING # 22071)
- 8) If LRS code of 14:68 is submitted and if DE # 15 = "03", "05", "24", "28" or "37", which equals Motor Vehicle Theft (240), then the agency would receive this warning message:
"WARNING-- This LRS submitted and "03", "05", "24", "28" or "37", in DE # 15 will be reported as Motor Vehicle Theft (240)." If this is not the correct property description code resubmit property description code.
(WARNING # 22072)
- 9) Data Element # 18 must be left blank if the LRS Offense is not reported as a Motor Vehicle Theft (240) or hard coded edit based on Data Element # 15 (Property Description) does not list one of the following Motor Vehicle codes as Stolen property: "03", "05", "24", "28" or "37"
(Error Message 23220)

NOTES:

This data element indicates how many motor vehicles were stolen in the incident **that was reported as a motor vehicle theft.**

DATA ELEMENT # 19 NUMBER of RECOVERED MOTOR VEHICLES

EDIT TYPE: 2 Character **Alpha/Numeric**

- REQUIREMENTS:**
- 1) Must be a numeric entry with zero left-fill if entered.
(Error Message 13002)
 - 2) Must be entered if **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 240 or hard coded edit based on Data Element # 15 (Property Description) having Motor Vehicle codes as property being recovered** and Louisiana Revised Statute Number **MUST BE** one of the following:

14:67 14:68 **14:68.4**
Requirement 2

And when Data Element # 14 (Type Property Loss/Etc.) is "5" = Recovered.
(Error Message 13060)

- 3) When entry is 01 to 99, it must be equal to or less than the number reported stolen in Data Element # 18 (Number of Stolen Motor Vehicles).
(Error Message 10073)
- 4) Entry must be made when **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 240 or hard coded edit based on Data Element # 15 (Property Description) having Motor Vehicle codes as property being recovered** and Louisiana Revised Statute Number **MUST BE** one of the following:

14:67 14:68 **14:68.4**
Requirement 4

And Data Element # 14 (Type Property Loss/Etc.) is "5" = Recovered, and **Data Element # 15 (Property Description) contains a vehicle code**.
(Error Message 13061)

5) When entry is "01" to "99," Data Element # 15 (Property Description) must contain at least one of the following vehicle codes:

"03" - Automobiles

"05" - Buses

"24" - Other Motor Vehicles

"28" - Recreational Vehicles

"37" - Trucks

(Error Message 13059)

6) More than one vehicle code was entered in Data Element # 15 (Property Description), but the number recovered in Data Element # 19 (Number of Recovered Motor Vehicles) was less than this number. For example, if vehicle codes of "03" = Automobiles and "05" = Buses were entered as being recovered, then the number recovered must be at least 2, unless the number recovered was unknown ("00").

(Error Message 13089)

7) Data Element # 19 must be left blank if the LRS Offense is not reported as a Motor Vehicle Theft (240) or hard coded edit based on Data Element # 15 (Property Description) does not list one of the following Motor Vehicle codes as Recovered property: "03", "05", "24", "28" or "37"

(Error Message 23230)

NOTES:

This data element indicates how many motor vehicles were recovered in the incident **that was reported as a motor vehicle theft.**

DATA ELEMENT # 20 SUSPECTED DRUG TYPE

EDIT TYPE: 2 Character Alpha

REQUIREMENTS: 1) Must be entered if **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 35A** and Louisiana Revised Statute Number is one of the following:

14:30.1/D	40:962.1	40:966	40:967
40:968	40:969	40:970	40:971.1
40:981	40:981.1	40:981.2	40:981.3
40:982	40:989		

Requirement 1

And, "6" = Seized was entered into Data Element # 14 (Type Property Loss/Etc.), and "10" = Drugs/Narcotics was entered in Data Element # 15 (Property Description). If there are other offenses involved and "10" = Drugs/Narcotics was split between the different types of offenses, only enter the drug types applicable to the offenses listed above.

(Error Message 13065)

2) If more than one code is entered, the same code cannot be entered within the same category in Data Element # 22 (Type Drug Measurement). In other words, cocaine cannot be reported in grams and pounds (same weight category), but could be reported in grams and liters (weight and capacity categories). **For the drug type of "U" = Unknown this does not apply; "U" = Unknown can be entered only once.**

(Error Message 13006)

3) Must be a valid code.

(Error Message 13004)

4) When **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 35A** and Louisiana Revised Statute Number is one of the following:

14:30.1/D	40:962.1	40:966	40:967
40:968	40:969	40:970	40:971.1
40:981	40:981.1	40:981.2	40:981.3
40:982	40:989		

Requirement 4

And, Data Element # 14 (Type Property Loss/Etc.) is "6" = Seized, Data Element # 15 (Property Description) is "10" = Drugs/Narcotics, and Data Element # 20 (Suspected Drug Type) are entered, Data Element # 21 (Estimated Quantity),

Data Element # 22 (Type Drug Measurement), and Data Element # 16 (Value of Property) must be entered.

(Error Message 13064)

- 5) When **Data Element # 6** has a **NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 35A** and the offense is one of the following:

14:30.1/D	40:962.1	40:966	40:967
40:968	40:969	40:970	40:971.1
40:981	40:981.1	40:981.2	40:981.3
40:982	40:989		

Requirement 5

And Data Element # 14 (Type Property Loss/Etc.) is "1" = None, Data Element # 20 (Suspected Drug Type) is required.

If "6" = Seized was also reported, this edit is bypassed.

(Error Messages 13092)

NOTE: This edit was formerly warning message # 13041.

- 6) Second character must be "X" or Blank.
(Error Message 23201)

NOTES:

This data element is to be used to identify the type of drugs or narcotics that were seized in a drug case.

If the suspected drug type is a counterfeit, append an "X" to the drug code, otherwise leave the second character blank.

This data element is not to be used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Larceny/Theft, etc.

ALLOWED ENTRIES: Enter as many that apply, but do not duplicate codes within Type Drug Measurement categories:

- A - "Crack" Cocaine
- B - Cocaine (all forms except "Crack")
- C - Hashish
- 1 -Hash Oil (reported to NIBRS as a "C")
- D - Heroin
- E - Marijuana
- F - Morphine
- G - Opium
- H - Other Narcotics (Codeine, Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.)
- I - LSD
- J -PCP
- K - Other Hallucinogens (BMDA or "White Acid"; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc.)
- L -Amphetamines/Metamphetamines
- M - Other Stimulants (Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.)
- N - Barbituates
- O - Other Depressants (Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.)
- P - Other Drugs (Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic Hydrocarbons; Propoxyphene or Darvon; Tranquilizers (Chlorodiazepoxide or Librium, Diazepam or Valium; etc.)
- U - Unknown Type Drug

DATA ELEMENT # 21 ESTIMATED DRUG QUANTITY

EDIT TYPE: 13 Character **Alpha/Numeric**

FORMAT: #####.###

- REQUIREMENTS:**
- 1) Must be numeric entry with zero or blank left-fill and right-fill. The decimal fractional quantity must be expressed in thousandths as three digits, and a decimal point must separate the whole part of the number from the fractional part. This decimal point must be the tenth character of the field.
(Error Message 13002)
 - 2) If entered, Data Element # 20 (Suspected Drug Type), Data Element # 22 (Type Drug Measurement) and Data Element # 16 (Value of Property) must also be entered.
(Error Message 13066)
 - 3) This data element is valid only if **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 35A** and Louisiana Revised Statute Number is one of the following:

14:30.1/D	40:962.1	40:966	40:967
40:968	40:969	40:970	40:971.1
40:981	40:981.1	40:981.2	40:981.3
40:982	40:989		

Requirement 3

And, "6" = Seized was entered into Data Element # 14 (Type of Property Loss), and "10" = Drugs/Narcotics was entered into Data Element # 15 (Property Description).

(Error Message 13065)

NOTES: This data element is to be used to indicate the quantity of drugs or narcotics seized in a drug case, it is not to be used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Nine (9) characters are available to enter the number of whole pounds, ounces, grams, etc., and three (3) more characters are available to enter the decimal amount. A decimal point must be entered to separate the whole and decimal amounts. Zero or space fill should be added to the right or left of the value to preserve the decimal's position as the tenth character in the field.

When the Estimated Quantity is unknown enter "000000001.000", a value of "1", to signify that the value is not known or not reported. Also, Data Element # 22 (Type Drug Measurement) must be reported as "XX" = Not Reported/Unknown and **Data Element # 16 must be 000000001 = Unknown.**

If LRS offense is not reportable as a drug violation (35A), this data element must be left blank.

DATA ELEMENT # 22 TYPE DRUG MEASUREMENT

EDIT TYPE: 2 Character Alpha

- REQUIREMENTS:**
- 1) Must be a valid code, if entered.
(Error Message 13004)
 - 2) This data element is to be used if **Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 35A** and Louisiana Revised Statute Number is one of the following:

14:30.1/D	40:962.1	40:966	40:967
40:968	40:969	40:970	40:971.1
40:981	40:981.1	40:981.2	40:981.3
40:982	40:989		

Requirement 2

And, "6" = Seized was entered into Data Element # 14 (Type of Property Loss), and "10" = Drugs/Narcotics was entered into Data Element # 15 (Property Description).

(Error Message 13065)

- 3) Based upon the various ways a drug can be measured, very few edits can be done to check for illogical combinations of drug type and measurement. The only restriction will be to limit "NP" = Number of Plants to the following drugs:

"E" = Marijuana

"G" = Opium

"K" = Other Hallucinogens

All other "Type Drug Measurement" codes are applicable to any Data Element # 20 (Suspected Drug Type) code.

(Error Message 13067)

- 4) If entered, Data Element # 20 (Suspected Drug Type), Data Element # 21 (Estimated Drug Quantity), and Data Element # 16 (Value of Property) must also be completed.
(Error Message 13068)
- 5) Data Element # 21 (Estimated Drug Quantity) must have a value of "000000001.000" when "XX" = Not Reported is entered for Data Element # 22 (Type Drug Measurement) and Data Element # 16 (Value of Property) must be "1" = Unknown. Submission of a Not Reported indication requires that a value of "000000001.000" also be submitted as a quality assurance check. Once the Type Drug Measurement has been determined, a resubmission of the Incident would be done reflecting the completed data.
(Error Message 13084)

- 6) If more than one code is entered, the same code cannot be entered within the same category in Data Element # 22 (Type Drug Measurement). In other words, cocaine cannot be reported in grams and pounds (same weight category), but could be reported in grams and liters (weight and capacity categories). **For the drug type of "U" = Unknown this does not apply; "U" = Unknown can be entered only once.**
(Error Message 13006)

NOTES:

This data element is to be used to indicate the type of drug measurement used in quantifying drugs or narcotics seized in a drug case.

ALLOWED ENTRIES:

WEIGHT CATEGORY

GM - Gram
KG - Kilogram
OZ - Ounce
LB - Pound

CAPACITY CATEGORY

ML - Milliliter
LT - Liter
FO - Fluid Ounce
GL - Gallon

UNITS CATEGORY

DU - Dosage Units/Items (Number of Capsules, Pills, Tablets, etc.)
NP - Number of Plants (e.g., Marijuana plants (bushes), Etc.)

OTHER

XX - Not Reported/Unknown

DATA ELEMENT # 23 VICTIM SEQUENCE NUMBER

EDIT TYPE: 3 Character Numeric

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Message 15001)
 - 2) Must be numeric entry (001 through 999) with zero left-fill. The purpose of the field is to distinguish one victim from another.
(Error Message 15002)
 - 3) Must be unique - cannot be duplicated
(Error Message **15051**)

NOTES: Each victim in an incident is to be assigned a unique sequence number from "001" to "999".

Offense 003 - Second Degree Kidnaping (14:44.1) would be connected to Victim 001.

DATA ELEMENT # 25 TYPE of VICTIM

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Message 15001)
 - 2) Must be a valid code.
(Error Message 15004)
 - 3) If the Offense is a "Crime Against Person", and the offense is **connected to a victim**, then Data Element # 25 (Type of Victim) must be "I" = Individual or "L" = **Law Enforcement Officer**.
(Error Message 15064)
 - 4) If the Offense is a "Crime Against Society", and the offense is **connected to a victim**, then Data Element # 25 (Type of Victim) must be "S" = Society.
(Error Message 15065)
 - 5) If the Offense is a "Crime Against Property", and the offense is **connected to a victim**, then Data Element # 25 (Type of Victim) cannot be "S" = Society. **Type of Victim can be an "I", "B", "F", "G", "R", "O", or "U"**.
(Error Message 15067)
 - 6) **Crimes Against Society can only have one victim.**
(Error Message 10080)
 - 7) **Victim type must be "L" = Law Enforcement Officer when submitting LRS code 14:37.2, 14:34.6 and 14:34.2.**
(Error Message 22110)

NOTES: The type of victim is to be entered into this data element. Only one code should be entered for each victim.

ALLOWED ENTRIES: **Enter only one (1) code per Victim Segment:**

- I - Individual
- B - Business
- F - Financial Institution
- G - Government
- L - **Law Enforcement Officer (used to identify LEOKA assaults and homicides to law enforcement officers in-the-line-of-duty) reported to NIBRS as a "I"**
- R - Religious Organization
- S - Society/Public
- O - Other
- U - Unknown

**DEFINITION of LAW
ENFORCEMENT
OFFICER/PEACE
OFFICER:**

Deputy sheriffs, municipal police officers, probation and parole officers, wildlife enforcement agents, city marshals and deputies would be considered victim type of "L" = Law Enforcement Officer.

The officer should be "in-the-line-of-duty" when victimized in order to report with this victim type of "L" = Law Enforcement Officer. The same rules that apply to the LEOKA form in UCR summary would apply to this type of victim.

This victim type can only be used for simple assaults, aggravated assaults, negligent manslaughter and murders and non-negligent homicide offenses to a law enforcement officer, that took place when that officer was on duty as a law enforcement officer.

EXAMPLE:

- (1) During a bank robbery (crime against property), the offender pointed a gun at a teller and demanded and received money. The robber also pistol-whipped a customer who stood in his way as he made his getaway from the bank.

Assuming the facts above, there were three (3) victims:
Victim 001 was the Bank which would be "F" = Financial Institution and

Victim 002 was the teller which would be "I" = Individual and
Victim 003 was the customer who was pistol whipped which would be "I" = Individual

DATA ELEMENT # 26 AGE of VICTIM (at the time the incident occurred)

EDIT TYPE: 3 Character Alpha

- REQUIREMENTS:**
- 1) Must be present if Data Element # 25 (Type of Victim) is "I" = Individual or "L" = Law Enforcement Officer.
(Error Message 15053)
 - 2) Data Element # 25 (Type of Victim) must be "I" = Individual or "L" = Law Enforcement Officer for data to be entered.
(Error Message 15058)
 - 3) If Data Element # 35 (Relationship of Victim to Offender) contains a relationship of "SE" = Spouse, then the victim cannot be less than 10 years old.
(Error Message 15050)
 - 4) EXACT AGE:
 - A - Must be a valid code if alpha characters, i.e., NN, NB, or BB.
(Error Message 15004)
 - B - A single two-character age must be in first two positions of the field. The third position must be blank.
(Error Message 15008)
 - 5) ESTIMATED AGE:
 - A - Must be 2 numeric digits, and have a trailing "E".
(Error Message 15009)
 - B - Age cannot be an estimate if Data Element # L26 (Date of Birth of Victim) is entered, and Data Element # 3 (Incident Date/Hour) is an actual Incident date (i.e., not a "R" Report date).
(Error Message 25010)
 - C - The estimated age cannot be "00" = Unknown and have a trailing "E".
(Error Message 15022)
 - 6) **Statutory Rape Victims age cannot be over 12.**
(Error Message 15081)

NOTES: If the victim was a person [(i.e., "I" = Individual or "L" = Law Enforcement Officer was entered into Data Element # 25 (Type of Victim)], his/her age is to be entered into this data element either as an exact age, an estimate age, or as unknown.

If the victim was a person, Type of Victim "I" = Individual or "L" = Law Enforcement Officer, then this field is required. Otherwise, leave this data element blank.

ALLOWED ENTRIES: Enter only one (1) code for each Victim Segment:

NN - Under 24 Hours (neonate)
NB - 1-6 Days Old (new born)
BB - 7-364 Days Old (baby)
01 to 98 - Years Old (age in years)
99 - Over 98 Years Old
00 - Unknown (**cannot have "E" with this data value**)

If the victim's exact age is not known, estimate the victim's age. Use one of the codes in the above table, and append an "E" = Estimated. If it is impossible to determine even an estimated age of the victim, then enter "00" = Unknown.

EXAMPLE:

- (1) If the victim was 18 years old, enter "18".
- (2) If the victim appeared 25 to 30 years old, average the age range to get 27.5 then round down and enter 27E.

DATA ELEMENT # L26 DATE of BIRTH of VICTIM

EDIT TYPE: 8 Character Date

FORMAT: MMDDYYYY

- REQUIREMENTS:**
- 1) Each component of the date must be valid; that is, months must be 01-12, days must be 01-31, and year must include the century (i.e., 19xx, 20xx). In addition, days cannot exceed maximum for the month (e.g., June cannot have 31 days). The date cannot be greater than that entered within the "Month of Tape" and "Year of Tape" field on the data record. For example, if "Month of Tape" and "Year of Tape" are "06/1995," the date of birth cannot contain any date 07/01/1995 or greater.
(Error Message 25030)
 - 2) Must be on or before Data Element # 3 (Incident Date/Hour).
(Error Message 25031)
 - 3) If entered, and Data Element # 3 (Incident Date/Hour) contains the actual incident date, then Data Element # 26 (Age of Victim-- at the time of the incident) must be an exact age.
(Error Message 25010)
 - 4) Data Element # 25 (Type of Victim) must be "I" = Individual or "L" = Law Enforcement Officer for data to be entered.
(Error Message 15058)

NOTES: If the victim was a person [(i.e., "I" = Individual or "L" = Law Enforcement Officer was entered into Data Element # 25 (Type of Victim)], his/her date of birth is to be indicated in this data element.

DATA ELEMENT # 27 SEX of VICTIM

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be a valid code.
(Error Message 15004)
 - 2) Must be present if Data Element # 25 (Type of Victim) is "I" = Individual or "L" = Law Enforcement Officer.
(Error Message 15053)
 - 3) Data Element # 25 (Type of Victim) must be "I" = Individual or "L" = Law Enforcement Officer for data to be entered.
(Error Message 15058)
 - 4) **Data Element # 27 (Sex of Victim) must be "M" = Male or "F" = Female to be connected to offense codes of "11A" = Forcible Rape and "36B" = Statutory Rape.
(Error Message 15069)**

NOTES: If the victim was a person [(i.e., "I" = Individual or "L" = Law Enforcement Officer was entered into Data Element # 25 (Type of Victim)], his/her sex is to be indicated in this data element.

ALLOWED ENTRIES: Enter only one (1) code **for each Victim Segment:**

- M - Male
- F - Female
- U - Unknown

DATA ELEMENT # 28

RACE of VICTIM

EDIT TYPE:

1 Character Alpha

REQUIREMENTS:

- 1) Must be a valid code.
(Error Message 15004)
- 2) Must be present if Data Element # 25 (Type of Victim) is "I" = Individual or "L" = Law Enforcement Officer.
(Error Message 15053)
- 3) Data Element # 25 (Type of Victim) must be "I" = Individual or "L" = Law Enforcement Officer for data to be entered.
(Error Message 15058)

NOTES:

If the victim was a person [(i.e., "I" = Individual or "L" = Law Enforcement Officer was entered into Data Element # 25 (Type of Victim)], his/her race is to be indicated in his data element.

ALLOWED ENTRIES:

Enter only one (1) code **for each Victim Segment:**

- W - White
- B - Black
- I - American Indian / Alaskan Native
- A - Asian / Pacific Islander
- U - Unknown

DATA ELEMENT # 31 **AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES and LAW ENFORCEMENT OFFICERS KILLED/ASSAULTED (in the line of duty) TYPE OF ASSIGNMENT**

EDIT TYPE: 2 Character Numeric

- REQUIREMENTS:**
- 1) Must be a valid code.
(Error Message 15004)
 - 2) If more than one code entered within Aggravated Assault/Murder category, this cannot be a duplicate.
(Error Message 15006)
 - 3) Must be entered if Data Element # 6 has a **NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 13A; 09A, 09B or 09C** and Louisiana Revised Statute Number is one of the following:

14:20	14:30	14:30.1	14:31
14:32	14:32.1/AA	14:34	14:34.1
14:34.5	14:34.6	14:37	14:37.1
14:37.2	14:38.1	14:39.1	14:39.2
14:43.5	14:87.1	14:87.2/F	14:87.2/L
14:87.5/F	14:87.5/L	14:93/F	14:94/E
14:107.1/F	14:122/F	14:129/A2F	14:129.1/F
14:130.1/F	14:133.1/F	14:404/Q	14:501

Requirement 3

and Data Element # 24 (Offense Connected to Victim Sequence Number) must relate to one of the above offenses.

(Error Message 15019)

- 4) Value "10" = Unknown circumstances is mutually exclusive with any other code -- no other code can be entered. Enter "10" only if no other code applies.
(Error Message 15056)
- 5) No more than one circumstance category (i.e., Aggravated..., Negligent..., Justifiable...) can be entered.
(Error Message 15056)
- 6) **When Assault/Homicide Data Element # 31 is "08" = Other Felony Involved, incident must have two (2) or more offenses.**

(Error Message 15080)

NOTE: This edit was formerly warning message # 13040.

7) **Aggravated Assault cannot use "07" = Mercy Killing this code does not relate to aggravated assault.
(Error Message 15062)**

NOTES:

This data element is used to describe the circumstances of either an Aggravated Assault, Homicide **or an Assault or Homicide against a Law Enforcement Officer in the line of duty.**

EXAMPLE:

(1) Two rival juvenile street gangs rumble over "turf" rights to sell drugs and one of the gang members is killed. Possible entries are "01" = Argument, "03" = Drug Dealing, and "05" = Juvenile Gang. While all three would apply, there is a limit of two entries. Therefore, the two most descriptive codes (as determined by the reporting agency) should be used. In this case, the reporting agency entered "03" and "05."

AGG. ASSAULT, MURDER, AND NONNEGLIGENT MANSLAUGHTER CIRCUMSTANCES:

8) Enter up to two (2) **codes for the Aggravated Assault, Murder and Nonnegligent Manslaughter Circumstances** if Data Element # 6 has a NIBRS offense code as defined on **Master LIBRS/LRS Code Table of: 09A; or 13A** and Louisiana Revised Statute Number is one of the following:

14:30	14:30.1	14:31	14:32.1/AA
14:34	14:34.1	14:34.5	14:34.6
14:37	14:37.1	14:37.2	14:38.1
14:39.1	14:39.2	14:43.5	14:87.1
14:87.2/F	14:87.2/L	14:87.5/F	14:87.5/L
14:93/F	14:94/E	14:107.1/F	14:122/F
14:129/A2F	14:129.1/F	14:130.1/F	14:133.1/F
14:404/Q			

Requirement 8

ALLOWED ENTRIES:

AGGRAVATED ASSAULT AND NONNEGLIGENT MANSLAUGHTER CIRCUMSTANCES

- 01 - Argument
- 03 - Drug Dealing
- 04 - Gangland
- 05 - Juvenile Gang
- 06 - Lovers Quarrel
- 07 - Mercy Killing (Not applicable to aggravated assault)
- 08 - Other Felony Involved
- 09 - Other Circumstances
- 10 - Unknown Circumstances
- 40 - Child Abuse (LIBRS only, reported to NIBRS as "09" = Other Circumstances)**

**NEGLIGENT
MANSLAUGHTER
CIRCUMSTANCES:**

9)

Enter only one (1) **code for Negligent Manslaughter Circumstances** if Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 09B and Louisiana Revised Statute Number is one of the following:

14:32 14:501
Requirement 9

ALLOWED ENTRIES: NEGLIGENT MANSLAUGHTER CIRCUMSTANCES

- 30 - Child Playing with Weapon
- 31 - Gun-Cleaning Accident
- 32 - Hunting Accident
- 33 - Other Negligent Weapon Handling
- 34 - Other Negligent Killings
- 40 - **Child Abuse (LIBRS only, reported to NIBRS as "34" = Negligent Killings)**

9a) If Data Element # 31 is "40" = Child Abuse, then the victim that is connected to this offense must have an age that equals "NN," "NB," "BB," "01-16," or "01-16" with a trailing E.
(Error Message 22120)

**JUSTIFIABLE
HOMICIDE
CIRCUMSTANCES:**

10) Enter only one (1) **code for Justifiable Homicide Circumstances** if Data Element # 6 has a NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 09C and Louisiana Revised Statute Number is one of the following:

14:20
Requirement 10

ALLOWED ENTRIES: JUSTIFIABLE HOMICIDE CIRCUMSTANCES

- 20 - Criminal Killed by Private Citizen
- 21 - Criminal Killed by Police Officer

11) If "20" = Criminal Killed by Private Citizen or "21" = Criminal Killed by Police Officer is entered, then Data Element 32 (Additional Justifiable Homicide Circumstances) must be entered.
(Error Message 15055)

- 12) When a Justifiable Homicide (09C) is reported, no other offense may be reported in the Incident Report. These would be submitted on other Incident Reports.
(Error Message 12066)

DEFINITION:

A Justifiable Homicide is the killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

The crime that was being committed when the Justifiable Homicide took place must be reported as a separate incident. These instructions are based on the definition of an "incident". Therefore, Justifiable Homicide cases involve two incidents rather than one. For the Justifiable Homicide incident, code the police officer or the civilian who killed the criminal as the "offender" and the criminal who was killed as the "victim". The Justifiable Homicide incident is not cleared exceptionally, as no crime has occurred in reality. In the second incident, report the offense(s) that were being committed when the Justifiable Homicide occurred.

**LAW ENFORCEMENT
OFFICER ASSAULT
CIRCUMSTANCES:**

- 13) For assaults on a Law Enforcement Officers(s) Data Element # 6 must be one of the following Louisiana Revised Statute Numbers:

14:34	14:34.1	14:34.2	14:34.5
14:34.6	14:35	14:37	14:37.1
14:37.2	14:38	14:39.1	14:39.2
14:43.5	14:94/E	14:122/F	14:129.1
14:129.1/F	14:130.1/A	14:130.1/F	14:133.1/F

Requirement 13

and Data Element # 24 (Offense Connected to Victim Sequence Number) must relate to one of the above offenses.

- 14) When LRS = 13A and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have three valid codes. One code of "02" = Assault on Law Enforcement Officer, also must have another valid code of "01" or "03"-10" to describe the circumstances of the Aggravated Assault. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84302)
- 15) When LRS = 13B and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have three valid codes. One code of "02" = Assault on Law Enforcement Officer, also must have another valid code of "01" or "03"-10" to describe the circumstances of the Simple Assault. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84502)

ALLOWED ENTRIES: **LAW ENFORCEMENT OFFICER ASSAULT CIRCUMSTANCES**
Must Enter "02" If Victim Type Is "L" = Law Enforcement Officer and another code of "01" or "03-10".

- 01 - Argument
- 02 - Assault on Law Enforcement Officer(s)
- 03 - Drug Dealing
- 04 - Gangland
- 05 - Juvenile Gang
- 06 - Lovers Quarrel
- 07 - Mercy Killing (Not applicable to aggravated assault)
- 08 - Other Felony Involved
- 09 - Other Circumstances
- 10 - Unknown Circumstances

Note: See allowed entries under Law Enforcement Officer(s) Killed/Assaulted (in the line of duty) Type of Assignment Circumstances for the third valid code.

**LAW ENFORCEMENT
OFFICER MURDER
AND NONNEGLIGENT
MANSLAUGHTER
CIRCUMSTANCES**

- 16) For a murder or nonnegligent manslaughter of a Law Enforcement Officer(s) killed (in the line of duty), Data Element # 6 must be one of the following Louisiana Revised Statute Numbers:

14:30 14:30.1 14:31 14:32.1/AA
14:87.1 14:87.2/L 14:87.5/L
Requirement 16

and Data Element # 24 (Offense Connected to Victim Sequence Number) must relate to one of the above offenses.

- 17) When LRS = 09A and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have at least two valid codes: One valid code of "01" or "03-10" (can enter up to two codes, but cannot be duplicate codes) to describe the circumstances of the Murder and Nonnegligent Manslaughter. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only) (Error Message 84311)

ALLOWED ENTRIES:

**LAW ENFORCEMENT OFFICER MURDER AND
NONNEGLIGENT MANSLAUGHTER CIRCUMSTANCES**

Enter up to two (2) codes:

- 01 - Argument
- 03 - Drug Dealing
- 04 - Gangland
- 05 - Juvenile Gang
- 06 - Lovers Quarrel
- 07 - Mercy Killing (Not applicable to aggravated assault)
- 08 - Other Felony Involved
- 09 - Other Circumstances
- 10 - Unknown Circumstances

Note: See allowed entries under Law Enforcement Officer(s) Killed/Assaulted (in the line duty) Type of Assignment Circumstances for the other valid code.

**LAW ENFORCEMENT
OFFICER NEGLIGENT
MANSLAUGHTER
CIRCUMSTANCES:**

- 18) For a Negligent Manslaughter of a Law Enforcement Officer(s) killed (in the line of duty), Data Element 6 must be one of the following Louisiana Revised Statute Numbers:

14:32 14:501
Requirement 18

and Data Element # 24 (Offense Connected to Victim Sequence Number) must relate to one of the above offenses.

- 19) When LRS = 09B and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have two valid codes. One valid code of "30-34" to describe the circumstances of the Negligent Manslaughter. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84411)

ALLOWED ENTRIES:

**LAW ENFORCEMENT OFFICER NEGLIGENT MANSLAUGHTER
CIRCUMSTANCES**

Enter only one (1) code

- 30 - Child Playing with Weapon
- 31 - Gun-Cleaning Accident
- 32 - Hunting Accident
- 33 - Other Negligent Weapon Handling
- 34 - Other Negligent Killings

Note: See allowed entries under Law Enforcement Officer(s) Killed/Assaulted (in the line of duty) Type of Assignment Circumstances for the other valid code.

**LEOKA IN THE
LINE OF DUTY,
TYPE OF ASSIGNMENT:**

- 20) Enter only one (1) code from the allowed entries shown below, along with the valid codes from the Law Enforcement Officer(s) Killed or Assaulted (in the line of duty) Circumstances allowed entries. Louisiana Revised Statute Numbers must be in Requirement 13, 16, and 18.

**ALLOWED ENTRIES: LAW ENFORCEMENT OFFICER ASSAULT, MURDER AND
NONNEGLIGENT MANSLAUGHTER, AND NEGLIGENT
MANSLAUGHTER (in the line of duty) TYPE OF ASSIGNMENT
CIRCUMSTANCES**

Enter only one (1) code. (LIBRS Only)

- 12 - Two-Officer Vehicle
- 13 - One-Officer Vehicle
- 14 - One-Officer Vehicle Assisted
- 15 - Detective or Special Assignment Alone
- 16 - Detective or Special Assignment Assisted
- 17 - Other Alone
- 18 - Other Assisted

Note: Victim type must be an "L" = Law Enforcement Officer
and LRS Code must be an 09A, 09B, 13A or 13B and
listed in Requirement 13 or 16 or 18 for Data Element #
31. (LIBRS Only)

**DATA ELEMENT # 32 ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES and
LAW ENFORCEMENT OFFICERS KILLED/ASSAULTED (in the
line of duty) TYPE OF ACTIVITY**

EDIT TYPE: 1 Character Alpha

REQUIREMENTS: 1) Must be a valid code.
 (Error Message 15004)

2) If Data Element # 32 is entered, Data Element # 31 (Aggravated Assault/Homicide Circumstances/**Law Enforcement Officer Killed/Assaulted (in the line of duty) Type of Assignment Circumstances**) must show a Justifiable Homicide (09C) circumstance, i.e., code "20" or "21", **if Type of Victim not equal to "L" = Law Enforcement Officer.**
 (Error Message 15057)

NOTES: This data element is to be used to further describe the circumstances of a Justifiable Homicide **and to further describe the circumstances of a Homicide or Assault Against a Law Enforcement Officer to indicate the type of activity for LEOKA reporting.**

ALLOWED ENTRIES: **JUSTIFIABLE HOMICIDE**

Enter only one (1) code for **Justifiable Homicide (09C):**

- A - Criminal Attacked Police Officer and That Officer Killed Criminal
- B - Criminal Attacked Police Officer and Criminal Killed by Another Police Officer
- C - Criminal Attacked by Civilian
- D - Criminal Attempted Flight From a Crime
- E - Criminal Killed in the Commission of a Crime
- F - Criminal Resisted Arrest
- G - Unable to Determine/Not Enough Information

EXAMPLE: (1) **Justifiable Homicide:** In resisting arrest, a Fugitive pulled a gun and fired two times in the direction of two police officers who were attempting to take him into custody. Neither officer was hit, but both drew their weapons and returned the fire, killing the fugitive. As this was a justifiable homicide (09C), "21" = Criminal killed by Police Officer should be entered into Data Element # 31.

Assuming the facts above, the possible entries for Data Element # 32 are:

- "A" = Criminal Attacked Police Officer and That Officer Killed Criminal
- "B" = Criminal Attacked Police Officer and Criminal Killed by Another Police Officer
- "F" = Criminal Resisted Arrest

As only one (1) code can be entered into this data element, the most descriptive code (as determined by the reporting agency) should be used. In this case, the reporting agency entered an "A".

ALLOWED ENTRIES: LAW ENFORCEMENT OFFICER KILLED OR ASSAULTED (in the line of duty) TYPE OF ACTIVITY

Enter only one (1) code for Law Enforcement Officers Killed or Assaulted (in the line of duty) Type of Activity, when (Type of Victim) "L" = Law Enforcement Officer: (LIBRS Only)

- K - Responding to "Disturbance" calls (family quarrels, man with gun, etc.)
- L - Burglaries in progress or pursuing burglary suspects
- M - Robberies in progress or pursuing robbery suspects
- N - Attempting other arrests
- O - Civil Disorder (riot, mass disobedience)
- P - Handling, transporting, custody of prisoners
- Q - Investigating suspicious persons or circumstances
- R - Ambush - no warning
- S - Mentally deranged
- T - Traffic pursuits and stops
- U - All Other

3) When LRS = 09A and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have at least two valid codes: One valid code of "01" or "03-10" (can enter up to two codes, but cannot be duplicate codes) to describe the circumstances of the Murder and Nonnegligent Manslaughter. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84311)

- 4) When LRS = 09B and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have two valid codes. One valid code of "30-34" to describe the circumstances of the Negligent Manslaughter. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84411)
- 5) When LRS = 13A and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have three valid codes. One code of "02" = Assault on Law Enforcement Officer , also must have another valid code of "01" or "03"- "10" to describe the circumstances of the Aggravated Assault. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84302)
- 6) When LRS = 13B and Data Element # 25 (Type of Victim) is "L" = Law Enforcement Officer, Data Element # 31 must have three valid codes. One code of "02" = Assault on Law Enforcement Officer, also must have another valid code of "01" or "03"- "10" to describe the circumstances of the Simple Assault. Must also have one valid code of "12-18" in Data Element # 31 and one valid code of "K-U" in Data Element # 32. (LIBRS Only)
(Error Message 84502)

EXAMPLE:

- (1) **Assault on a Law Enforcement Officer : Officer stopped vehicle on the interstate because the operator of the vehicle was speeding, not maintaining control of the vehicle, and had an invalid license plate. When stopped, the offender got out of the car and hit the officer with a club, grabbed a suitcase out of the vehicle and ran away.**

Assuming the facts above, the entries for Data Element # 31 are:

"02" = Assault on Law Enforcement Officer

"13" = One Officer Vehicle

The possible entries for Data Element # 32 are:

**"Q" = Investigating suspicious persons or circumstance
and;**

"T" = Traffic pursuits and stops

As only one (1) code can be entered into Data Element # 32, the most descriptive code (as determined by the reporting agency) should be used. In this case, the reporting agency entered a "T" = Traffic pursuits and stops.

DATA ELEMENT # 33 TYPE of INJURY

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be a valid code.
(Error Message 15004)
 - 2) If more than one code entered, cannot be a duplicate.
(Error Message 15006)
 - 3) Value "N" = None is mutually exclusive with any other value entered, i.e., "N" is to be used only if no other code applies.
(Error Message 15007)
 - 4) Must be entered if Data Element # 6 has a **NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 100; 11A, 11B, 11C, or 11D; 120; 13A or 13B; 210; or 90Z "Crimes Against Person"** and the Louisiana Revised Statute Number is one of the following:

14:28.1	14:32.12	14:34	14:34.1
14:34.2	14:34.3	14:34.4	14:34.5
14:34.6	14:35	14:35.1	14:37
14:37.1	14:37.2	14:38	14:38.1
14:38.2	14:39	14:39.1	14:39.2
14:42/A	14:42/V	14:42.1/A	14:42.1/V
14:43/A	14:43/V	14:43.1/N	14:43.1/P
14:43.2/N	14:43.2/P	14:43.3	14:43.4
14:43.5	14:44	14:44.1	14:44.1/A
14:44.1/N	14:44.1/O	14:44.1/P	14:44.1/V
14:45	14:45.1	14:46	14:46.1
14:47	14:50.1	14:60	14:64
14:64.1	14:64.2	14:65	14:65.1/F
14:66	14:79	14:81	14:81.2
14:87.2/F	14:87.5/F	14:89.1	14:92.1
14:93/F	14:93.3	14:93.5	14:94/E
14:107.1/F	14:122/F	14:129/A2F	14:129.1
14:129.1/F	14:103/A1	14:130.1/A	14:130.1/F
14:133.1/F	14:135	14:136	14:286
14:404/J	14:404/Q	14:511	14:512

Requirement 4

and Data Element # 24 (Offense Connected to Victim Sequence Number) must relate to one of the above offenses.

(Error Message 15019)

5) When Data Element # 24 (Offense Connected to Victim Sequence Number) relates to the offense of "13B" = Simple Assault, there cannot be "major" injury codes which would indicate an aggravated assault. The permissible codes are "M" = Apparent Minor Injury and "N" = None.
(Error Message 15079)

NOTES:

This data element is to be used to describe the type(s) of bodily injury suffered by a person.

Minor injury is described as an injury not requiring immediate medical attention.

Major injury is described as an injury requiring immediate medical attention.

ALLOWED ENTRIES:

Enter only one (1) code for each Victim Injury Segment; can submit as many Victim Injury segments as applicable:

- N - None
- B - Apparent Broken Bones (includes Nose)
- I - Possible Internal Injury
- L - Severe Laceration
- M - Apparent Minor Injury
- O - Other Major Injury
- T - Loss of Teeth
- U - Unconsciousness

DATA ELEMENT # 34 OFFENDER NUMBER to be RELATED

EDIT TYPE: 3 Character Numeric

REQUIREMENTS: 1) Must be entered if Data Element # 6 has a **NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 09A, 09B, 09C; 100; 11A, 11B, 11C, 11D; 120; 13A, 13B, 13C; 36A, 36B; 90Z "Crime Against Person"** and Louisiana Revised Statute Number is one of the following:

14:20	14:28.1	14:30	14:30.1
14:31	14:32	14:32.1/AA	14:32.12
14:34	14:34.1	14:34.2	14:34.3
14:34.4	14:34.5	14:34.6	14:35
14:35.1	14:37	14:37.1	14:37.2
14:38	14:38.1	14:38.2	14:39
14:39.1	14:39.2	14:40	14:40.1
14:40.2	14:42/A	14:42/V	14:42.1/A
14:42.1/V	14:43/A	14:43/V	14:43.1/N
14:43.1/P	14:43.2/N	14:43.2/P	14:43.3
14:43.4	14:43.5	14:44	14:44.1
14:44.1/A	14:44.1/N	14:44.1/O	14:44.1/P
14:44.1/V	14:45	14:45.1	14:46
14:46.1	14:47	14:50.1	14:60
14:64	14:64.1	14:64.2	14:65
14:65.1/F	14:78	14:78.1	14:79
14:80	14:81	14:81.2	14:87.1
14:87.2/F	14:87.2/L	14:87.5/F	14:87.5/L
14:89.1	14:92.1	14:92.3	14:93/F
14:93.3	14:93.5	14:94/E	14:103/A1
14:107.1/F	14:122/F	14:122/T	14:122.1
14:122.2	14:129/A1	14:129/A2F	14:129/A2T
14:129.1	14:129.1/F	14:129.1/T	14:130.1/A
14:130.1/T	14:130.1/F	14:133.1/F	14:133.1/T
14:285	14:286	14:404/J	14:404/Q
14:501			

**Requirement 1
and Data Element # 24 (Offense Connected to Victim
Sequence Number) must relate to one of the above
offenses.**

(Error Message 15059)

2) Must be numeric entry with zero left-fill if entered.
(Error Message 15002)

- 3) Data Element # 25 (Type of Victim) must be "I" = Individual or "L" = Law Enforcement Officer for data to be entered.
(Error Message 15058)
- 4) If more than one number entered, this cannot be a duplicate.
(Error Message 15006)
- 5) "000" may only be entered if there is only one Offender Segment submitted where nothing was known about identity and number of offender(s).
(Error Message 15068)
- 6) The corresponding Offender Segment must be present.
(Error Message 10070)
- 7) When a victim is connected to a "Crime Against Person" or Robbery Offense, all Offender Sequence Numbers, Data Element # 36, must also be entered in Data Element # 34 (Offender Numbers to be Related). If the victim is related to the offender in more than one way, use the closest relationship.
(Error Message 10085)**

NOTES:

This data element is to be used along with Data Element # 35 (Relationship of Victim to Offender) to report the relationships of **each victim to each offender** who have perpetrated a "Crime Against Person" or a Robbery against the victim. If the victim is related to the offender in more than one way, use the closest relationship.

Enter Data Element # 36 (Offender Sequence Number) of the offenders for whom victim-to-offender relationships are going to be reported in Data Element # 35 (Relationship of Victim to Offender).

It should be noted that the reporting agency must report each victim's relationship to every offender when the offense is a "Crime Against a Person" or a Robbery against the victim.

EXAMPLE:

- (1) If Victim 001's relationship to Offender 004 is to be reported, enter "004".

DATA ELEMENT # 35 RELATIONSHIP of VICTIM to OFFENDER

EDIT TYPE: 2 Character Alpha

- REQUIREMENTS:**
- 1) Every offender indicated in Data Element # 34 (Offender Number to be Related) requires an entry here except when the number is "000" = Unknown. This field must be blank in instances when "000" is entered.
(Error Message 15060)
 - 2) Must be a valid code.
(Error Message 15004)
 - 3) Husbands and wives (i.e., spouses) must be at least 10 year of age.
(Error Message 15050, 14050)

- 4) The sex of the victim and/or offender must reflect the implied relationship. The following relationships must reflect a specific sex for the victim, offender, or both depending upon the relationship:

<u>Relationship</u>	<u>Sex Code</u>
XS - <u>Victim was Ex-Spouse</u>	Different
SE - <u>Victim was Spouse</u>	Different
CS - <u>Victim was Common-Law Spouse</u>	Different
ES - <u>Victim was Estranged Spouse</u>	Different
HR - <u>Homosexual</u>	Same
VO - <u>Victim was Offender</u>	Same
BG - <u>Victim was Boyfriend/Girlfriend</u>	Different
<u>XB - Victim was Ex-Boyfriend/Girlfriend</u>	Different
NM - <u>Non-Married Live-In</u>	Different

- (Error Message 14053)
- 5) The age of the victim and/or the offender must reflect the implied relationship.

<u>Relationship</u>	<u>Victim Must be</u>
CH - <u>Victim was Child</u>	Younger
PA - <u>Victim was Parent</u>	Older
GP - <u>Victim was Grandparent</u>	Older
GC - <u>Victim was Grandchild</u>	Younger
VO - <u>Victim was Offender</u>	Same Age
BE - <u>Victim was Babysitee</u> (the baby)	Younger
SE - <u>Victim was Spouse</u>	at least 10 yrs.
ES - <u>Victim was Estranged Spouse</u>	at least 10 yrs.
CS - <u>Victim was Common-Law Spouse</u>	at least 10 yrs.
XS - <u>Victim was Ex-Spouse</u>	at least 10 yrs.
NM - <u>Victim was Non-Married Live-In</u>	at least 10 yrs.

(Error Message 14054)

- 6) Relationship cannot be entered when Data Element # 34 (Offender Number to be Related) is "000" = Unknown.
(Error Message 15068)
- 7) When "VO" = Victim was Offender is entered, a minimum of two (2) Victims and two (2) Offender Segments must be submitted. "VO" indicates situations such as brawls and domestic disputes **where all of the participants in the incident were victims and offenders of the same offense (i.e., assaults or double murders where two people kill each other)**. In most cases, each victim is also the offender; therefore, every victim record would contain a "VO" code. However, there may be some situations where only one of the victims is also the offender, but where the other victim(s) are not also the offender(s) **(i.e., a victim who is not an offender would be an innocent bystander in a barroom brawl or a child who is victimized as a result of the parents domestic dispute)**.
(Error Message 15070)
- 8) When entered, "VO" = Victim was Offender can only be entered once in a victim record and can refer to an offender only once. Since "VO" points to himself/herself, a victim cannot be two offenders.
(Error Message 15071, 15074)
- 9) When the related offender has "unknown" values entered for age, sex and race, the relationship must be "RU" = Relationship Unknown. This edit ensures a logical relationship., e.g., if brother was entered, age, sex and race would not be unknown values.
(Error Message 15072)
- 10) In a multiple offender incident, a victim cannot have a relationship of "SE" = Spouse to more than one offender.
(Error Message 15075)**
- 11) In a multiple victim incident, two or more victims cannot have a victim relationship of "SE" = Spouse to the same offender.
(Error Message 15076)**
- 12) Must be entered if Data Element # 6 has a **NIBRS offense code as defined on Master LIBRS/LRS Code Table of: 09A, 09B, 09C; 100; 11A, 11B, 11C, 11D; 120; 13A, 13B, 13C; 36A, 36B; 90Z "Crime Against Person"** and Louisiana Revised Statute Number is one of the following:

14:20	14:28.1	14:30	14:30.1
14:31	14:32	14:32.1/AA	14:32.12
14:34	14:34.1	14:34.2	14:34.3

14:34.4	14:34.5	14:34.6	14:35
14:35.1	14:37	14:37.1	14:37.2
14:38	14:38.1	14:38.2	14:39
14:39.1	14:39.2	14:40	14:40.1
14:40.2	14:42/A	14:42/V	14:42.1/A
14:42.1/V	14:43/A	14:43/V	14:43.1/N
14:43.1/P	14:43.2/N	14:43.2/P	14:43.3
14:43.4	14:43.5	14:44	14:44.1
14:44.1/A	14:44.1/N	14:44.1/O	14:44.1/P
14:44.1/V	14:45	14:45.1	14:46
14:46.1	14:47	14:50.1	14:60
14:64	14:64.1	14:64.2	14:65
14:65.1/F	14:78	14:78.1	14:79
14:80	14:81	14:81.2	14:87.1
14:87.2/F	14:87.2/L	14:87.5/F	14:87.5/L
14:89.1	14:92.1	14:92.3	14:93/F
14:93.3	14:93.5	14:94/E	14:103/A1
14:107.1/F	14:122/F	14:122/T	14:122.1
14:122.2	14:129/A1	14:129/A2F	14:129/A2T
14:129.1	14:129.1/F	14:129.1/T	14:130.1/A
14:130.1/T	14:130.1/F	14:133.1/F	14:133.1/T
14:285	14:286	14:404/J	14:404/Q
14:501			

Requirement 12

(Error Message 15059)

This data element must be blank when "000" is entered into Data Element # 34.

NOTES:

This data element is to be used only with Data Element # 34 (Offender Number to be Related), to report the relationship of the victim to offenders who have perpetrated a "Crime Against Person" or a Robbery against the victim.

This data element is used to indicate the victim's relationship with **each** offender involved in the incident.

This data element is not required if Data Element # 25 (Type of Victim) is equal to "S" = Society/Public.

ALLOWED ENTRIES: **Must enter one (1) code for each Victim Segment. Must enter relationship of each victim to each offender when offense is a "Crime Against a Person" or a Robbery against a victim:**

WITHIN FAMILY

SE - Victim was Spouse
CS - Victim was Common-Law Spouse
PA - Victim was Parent
SB - Victim was Sibling (brother or sister)
CH - Victim was Child
GP - Victim was Grandparent
GC - Victim was Grandchild
IL - Victim was In-Law
SP - Victim was Stepparent
SC - Victim was Stepchild
SS - Victim was Step sibling (stepbrother or stepsister)
OF - Victim was Other Family Member (step-grandparents, ex-common law spouses. etc.)
NM - Victim was Non-Married Live-In **(to NIBRS as CS)**

OUTSIDE FAMILY BUT KNOWN TO VICTIM

AQ - Victim was Acquaintance
FR - Victim was Friend
NE - Victim was Neighbor
BE - Victim was Babysittee (the baby)
BG - Victim was Boyfriend/Girlfriend
XB - Victim was Ex-Boyfriend/Ex-Girlfriend (to NIBRS as BG)
CF - Victim was Child of Boyfriend or Girlfriend
HR - Victim was in Homosexual Relationship
XS - Victim was Ex-Spouse
EE - Victim was Employee
ER - Victim was Employer
OK - Victim was Otherwise Known
ES - Victim was Estranged Spouse **(to NIBRS as SE)**

NOT KNOWN BY VICTIM

RU - Relationship Unknown
ST - Victim was Stranger

OTHER

VO - Victim was Offender

EXAMPLES: (1) An employee assaulted his employer (a person) with his fists. "ER" = Victim was Employer should be entered.

- (2) Two unknown subjects rob a male and a female couple. "ST" = Victim was Stranger should be entered to indicate the relationship of each victim to each offender.

DATA ELEMENT # 36 OFFENDER SEQUENCE NUMBER

EDIT TYPE: 3 Character Numeric

- REQUIREMENTS:**
- 1) Must be present -- cannot be blank.
(Error Message 14001)
 - 2) Must be numeric entry with zero left-fill. The purpose of the field is to distinguish one offender from another and to identify the situation where nothing was known about the number of offenders or who they were. For example, a corpse was found in a ditch and there were no eyewitnesses or other information that would provide data about possible offenders. In that case, "000" = Unknown would be entered. However, if five offenders were seen running from the scene, then five offender records would be submitted.
(Error Message 14002)
 - 3) If the incident is exceptionally cleared, then "000" cannot be entered. "000" indicates that nothing was known about the offender(s) regarding number and any identifying information. One of the criteria for exceptionally clearing an incident is that at least one of the offenders be known.
(Error Message 14057)
 - 4) For a Justifiable Homicide (09C) at least one of the offenders must have "known" information for age, sex, and race. Consequently, "000" is not valid as an offender sequence number.
(Error Message 14059)
 - 5) If the number is "000" = Unknown, no other Offender Segments can be submitted.
(Error Message 14055)
 - 6) Must be unique - cannot be duplicated.
(Error Message **14051**)
 - 7) When Data Element # 36 = "000", then Data Element # 8 must be "N" = Not Applicable and Data Element # 8A must be "88" = None.
(Error Message **81400**)**

NOTES: Each offender in the incident is to be assigned a unique sequence number from "001" to "999". If nothing is known about the offender(s), enter "000" into this data element and leave Data Elements # 37 through 39 blank. **Also Data Element # 8 (Offender Suspected of Using) must be "N" = Not Applicable and Data Element # 8A (Bias Motivation/Bias Crime Type) must be "88" = None.**

EXAMPLES:

- (1) A corpse with five bullet holes in it was found in an abandoned warehouse. There were no witnesses to the crime, or suspects. A single Offender Segment should be submitted with "000" entered into Data Element # 36 (Offender Sequence Number) and with no entries in Data Element # 37 through 39. **Also Data Element # 8 (Offender Suspected of Using) must be "N" = Not Applicable and Data Element # 8A (Bias Motivation/Bias Crime Type) must be "88" = None.**

- (2) Two Offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex, and race could not be determined. Two Offender Segments should be submitted, one with Offender Sequence Number "001" and the other with "002". Applicable unknown codes should be entered into Data Element # 37, 38, and 39. **Also Data Element # 8 (Offender Suspected of Using) must be "N" = Not Applicable and Data Element # 8A (Bias Motivation/Bias Crime Type) must be "88" = None.**

DATA ELEMENT # 37 AGE of OFFENDER (at the time the incident occurred)

EDIT TYPE: 3 Character Alpha

- REQUIREMENTS:**
- 1) Must be present when Data Element # 36 (Offender Sequence Number) is other than "000" = Unknown.
(Error Message 14001)
 - 2) Cannot be entered when Data Element # 36 (Offender Sequence Number) is "000" = Unknown.
(Error Message 14052)
 - 3) When an incident is cleared exceptionally, at least one of the offenders must have "known" values in age, sex, and race.
(Error Message 14058)
 - 4) For a Justifiable Homicide (09C) at least one of the offenders must have "known" information for age, sex, and race.
(Error Message 14059)
 - 5) If Data Element # 35 (Relationship of Victim to Offender) contains a relationship of "**SE**" = Spouse, then the offender cannot be less than 10 years old.
(Error Message 14050)
 - 6) EXACT AGE:
 - A - Must contain numeric entry of 00 -99
(Error Message 14056)
 - B - A single two-character age must be in first two positions of the field. The third position must be blank.
(Error Message 14008)
 - 7) ESTIMATED AGE:
 - A - Must be 2 numeric digits, and have a trailing "E".
(Error Message 14009)
 - B - Age cannot be an estimate if Data Element # L37 (Date of Birth of Offender) is entered, and Data Element # 3 (Incident Date/Hour) is an actual Incident date (i.e., not a "R" Report date).
(Error Message 24010)
 - C - The estimated age cannot be "00" = Unknown **and have a trailing "E"**.
(Error Message 14022)

NOTES: The age of the offender is entered either as an exact number of years, an estimated age, or as unknown.

ALLOWED ENTRIES: Enter only one (1) code **per Offender Segment:**

- 01 to 98 - Years Old (age in years)
- 99 - Over 98 Years Old

00 - Unknown (cannot have "E" with this data value)

If the offender's age is not known, estimate the offender's age and append an "E" = Estimated. If a range is given for the offender's age, enter the median (average) age of the range (rounded down). If it is impossible to determine even an estimated age of the offender, then enter "00" = Unknown.

EXAMPLE:

- (1) If the victim or a witness reported the offender's age as between 25 and 30 years old, "27E" (the average of 25 and 30 is 27.5, round down to get an estimated age of 27).

DATA ELEMENT # L37 DATE of BIRTH of OFFENDER

EDIT TYPE: 8 Character Date

FORMAT: MMDDYYYY

- REQUIREMENTS:**
- 1) Each component of the date must be valid; that is, months must be 01-12, days must be 01-31, and year must include the century (i.e., 19xx, 20xx). In addition, days cannot exceed maximum for the month (e.g., June cannot have 31 days). The data cannot be greater than that entered within the "Month of Tape" and "Year of Tape" fields on the data record. For example, if "Month of Tape" and "Year of Tape" are "06/1995," the date of birth cannot contain any date 07/01/1995 or greater.
(Error Message 24030)
 - 2) Must be before Data Element # 3 (Incident Date/Hour).
(Error Message 24031)
 - 3) If entered, and Data Element # 3 (Incident Date/Hour) contains the actual incident date, then Data Element # 37 (Age of Offender (at time of incident)) must be an exact age.
(Error Message 24010)

NOTES: If the date of birth of the offender is known, it is to be indicated in this data element.

DATA ELEMENT # 38 SEX of OFFENDER

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be present when Data Element # 36 (Offender Sequence Number) is other than "000" = Unknown.
(Error Message 14001)
 - 2) Must be a valid code.
(Error Message 14004)
 - 3) Cannot be entered when Data Element # 36 (Offender Sequence Number) is "000" = Unknown.
(Error Message 14052)
 - 4) When an incident is cleared exceptionally, at least one of the offenders must have "known" values in age, sex and race.
(Error Message 14058)
 - 5) For a Justifiable Homicide (09C) at least one of the offenders must have "known" information for age, sex and race.
(Error Message 14059)
 - 6) For forcible rape (11A) or statutory rape (36B), one or more of the offenders must have a different sex than the rape victim.**
(Error Message 14060)

NOTES: The sex of the offender is to be indicated in this data element.

ALLOWED ENTRIES: Enter only one (1) code **per Offender Segment:**

- M - Male
- F - Female
- U - Unknown

EXAMPLE: (1) The witness caught only a fleeting glance of the offender and, therefore, was unable to report the offender's sex. Then entry should be "U" = Unknown.

DATA ELEMENT # 39 RACE of OFFENDER

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be present when Data Element # 36 (Offender Sequence Number) is other than "000" = Unknown.
(Error Message 14001)
 - 2) Must be a valid code.
(Error Message 14004)
 - 3) Cannot be entered when Data Element # 36 (Offender Sequence Number) is "000" = Unknown.
(Error Message 14052)
 - 4) When an incident is cleared exceptionally, at least one of the offenders must have "known" values in age, sex and race.
(Error Message 14058)
 - 5) For a Justifiable Homicide (09C) at least one of the offenders must have "known" information for age, sex and race.
(Error Message 14059)

NOTES: The race of the offender is to be indicated in this data element.

ALLOWED ENTRIES: Enter only one (1) code **per Offender Segment:**

- W - White
- B - Black
- I - American Indian/Alaskan Native
- A - Asian/Pacific Islander
- U - Unknown

DATA ELEMENT # 40 ARRESTEE SEQUENCE NUMBER

EDIT TYPE: 3 Character Numeric

- REQUIREMENTS:**
- 1) Must be present--cannot be blank.
(Error Message 16001)
 - 2) Must be numeric entry of 001 to 999 with zero left-fill.
(Error Message 16002)
 - 3) Must be unique--cannot be duplicated.
(Error Message 26001)
 - 4) Number of arrestees cannot be greater than number of offenders.
(Error Message 16056)**

NOTES: Each arrestee reported is to be assigned a unique sequence number from "001" to "999".

EXAMPLE: (1) If two persons were arrested in connection with a previously submitted incident, two Arrestee Segments should be submitted--one with Arrestee Sequence Number "001" and the other with "002".

DATA ELEMENT # L40 ARRESTEE NAME

EDIT TYPE: 20 Character Alpha

FORMAT: (Last Name)(Suffix,(First Name)(Middle Name)
Suffix includes standard suffixes used to distinguish between
generations (i.e., Sr, Jr, III, II). Do not include titles (i.e., MD, M.E.,
Ph.D., Esq., etc.)

REQUIREMENTS: None

NOTES: If the full name will not fit in the field enter as much as possible. Do
not put periods behind suffix abbreviations or middle initial.

DATA ELEMENT # 41 ARREST NUMBER / LOCAL BOOKING NUMBER for ARREST

EDIT TYPE: 12 Character Alpha

- REQUIREMENTS:**
- 1) Must be present--cannot be blank.
(Error Message 16001)
 - 2) Must be left-justified with blank right-fill if under 12 characters in length.
(Error Message 16016)
 - 3) Valid character combinations can include A-Z, 0-9, and hyphens. For example, 89-123-SC is valid, but 89+123*SC or 89-123 SC is invalid.
(Error Message 16017)
 - 4) Must be blank right-fill if under 12 characters in length. Cannot have embedded "blanks" between the first and last character entered.
(Error Message 16015)

NOTES: This is the number assigned by your agency to an arrest report to identify it uniquely. It may be the "Incident Number" of a reported incident relating to the arrest or a separate booking number.

DATA ELEMENT # L45 ARREST CONNECTION to OFFENSE

EDIT TYPE: 15 Character Alpha

REQUIREMENTS: 1) Must be a valid offense sequence number. The offense segment referred to in this data element must exist.

NOTES: **This data element is optional at this time.**

This data element is used to relate the arrest with the offense which gave rise to the arrest. This also indirectly relates an offender to his victim. All offenses should be included if a charge was added for the particular offense, even those from different previous incidents.

The first three (3) characters are the offense sequence number of the offense. The next twelve (12) characters are the incident number of the offense. If Data Element # 44 (Multiple Arrestee Segment Indicator) is anything except "N" = Not Applicable then this field will be connecting arrest to offenses in two or more separate incidents. The incident number is appended to distinguish between Offense 001 in this incident and Offense 001 in a different incident. The Offense Sequence Number (3 characters) and the Incident Number (12 characters) add together to give a unique identifier (15 characters) showing which offense gave rise to the arrest. The incident number can be omitted if Data Element # 44 (Multiple Arrestee Segment Indicator) is "N" = Not Applicable. This is because all offenses will be in the same incident. And therefore, the incident number can be assumed to be that of the incident with which the arrestee segment was submitted.

DATA ELEMENT # 46 **ARRESTEE WAS ARMED WITH (at the time of the arrest)**

EDIT TYPE: 3 Character Alpha

- REQUIREMENTS:**
- 1) Must be present--cannot be blank.
(Error Message 16001)
 - 2) Must be a valid code.
(Error Message 16004)
 - 3) If more than one code entered, cannot be a duplicate.
(Error Message 16006)
 - 4) Value "01" = Unarmed is mutually exclusive with any other value, i.e., it is to be used only if no other code applies. **Note: If the arrestee was in possession of a toy or play weapon this would be reported as being "01" = Unarmed.**
(Error Message 16007)
 - 5) The third character must be "A" = Automatic or blank.
(Error Message 16054)
 - 6) If the firearm is Automatic, add "A" = Automatic as the third character of code; valid only with the following codes:
 - 11 - Firearm (Type Not Stated)
 - 12 - Handgun
 - 13 - Rifle
 - 14 - Shotgun
 - 15 - Other Firearm(Error Message 16055)

NOTES: This data element is used to indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension.

If the weapon was an "automatic" firearm, an "A" = Automatic is added as a suffix code, e.g., "13A" = Rifle Automatic. An "Automatic Firearm" is defined as any firearm that shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

ALLOWED ENTRIES: Enter as many codes that apply; however, do not enter the same code more than once **for the same arrestee:**

- 01 - Unarmed (If toy or play weapon or not commonly known weapon)
- 11 - Firearm (Type Not Stated)
- 12 - Handgun
- 13 - Rifle
- 14 - Shotgun
- 15 - Other Firearm
- 16 - Lethal Cutting Instrument (e.g., switchblade knife, martial arts "stars", etc.)
- 17 - Club/Blackjack/Brass Knuckles

- EXAMPLE:**
- (1) **When a man was arrested, he had in his possession a .357-Magnum handgun and a penknife. The entry should be "12" = Handgun. Because a small pocket knife is not generally considered to be a "weapon," it does not qualify for reporting to LIBRS.**
 - (2) **A female resisted arrest using a liquor bottle and a chair as a weapon before being subdued. The entry for LIBRS should be "01" = Unarmed. Although the subject used items as weapons, they were not commonly known weapons.**

DATA ELEMENT # 47 **AGE of ARRESTEE (at the time of the arrest)**

EDIT TYPE: 3 Character Alpha

- REQUIREMENTS:**
- 1) Must be present--cannot be blank.
(Error Message 16001)
 - 2) If age is under 17, then Data Element # 52 (disposition of Arrestee Under 17) must be entered.
(Error Message 16052)
 - 3) EXACT AGE:
 - A - Must contain numeric entry of 00-99.
(Error Message 16064)
 - B - A single two-character age must be in first two positions of the field. The third position must be blank.
(Error Message 16008)
 - C - When the age is unknown, don't confuse "99" = Over 98 Years Old with "00" = Unknown. Whenever "99" is entered, a warning message is produced.
(WARNING # 16041)
 - 4) ESTIMATED AGE:
 - A - Must be two (2) numeric digits, and have a trailing "E" = Estimated.
(Error Message 16009)
 - B - **If the age is reported with trailing "E" = Estimated age in Data Element # 47 (Age of Arrestee at the Time of Arrest) and the agency also reports date of birth of arrestee (DE # 47) this incident would be rejected. If date of birth is known, age cannot be estimated.**
(Error Message 26010)
 - C - The estimated age cannot be "00" = Unknown and have a trailing "E".
(Error Message 16022)
 - 5) **When Juvenile Qualifiers are used the age must be "01" - "16" for a JU:RUN - Runaway Offense (90I), JU:UNG - Ungovernable (90C), JU:CUR - Curfew (90B), or JU:TRU - Truancy (90Z).**
(Error Message 22100)

NOTES: The age of the arrestee is to be entered either as an exact number of years, an estimated age, or as unknown.

ALLOWED ENTRIES: Enter only one (1) code **per Arrest Segment:**

01 to 98 - Years Old (Age in Years)

99 - Over 98 Years Old

00 - Unknown (**cannot have "E" with this data value**)

If the arrestee's age is not known, estimate the arrestee's age and append an "E" = Estimated.

EXAMPLE:

- (1) The arrestee refused to give his date of birth, but he appeared to be 35 to 40 years old. Possible entries would be "00" = Unknown or "37E" (i.e., Estimated 37 years old). Use the latter when possible.

DATA ELEMENT # L47 DATE of BIRTH of ARRESTEE

EDIT TYPE: 8 Character Date

FORMAT: MMDDYYYY

REQUIREMENTS: 1) AGE CANNOT BE ESTIMATED IF DATE OF BIRTH IS KNOWN.

 If the age is reported with trailing "E" = Estimated age in Data Element # 47 (Age of Arrestee at the Time of Arrest) and the agency also reports date of birth of arrestee (DE # 47) this incident would be rejected. If date of birth is known, age cannot be estimated.

 (Error Message 26010)

2) AGE CANNOT BE UNKNOWN IF DATE OF BIRTH IS KNOWN.

 If the age of an arrestee (at the Time of Arrest) is reported as "00" = Unknown and Data Element # L47 (Date of Birth of Arrestee) is also reported, this incident would be rejected. If date of birth is known, age cannot be unknown.

 (Error Message 22105)

NOTES: If the date of birth of the Arrestee is known, it is to be indicated in this data element.

DATA ELEMENT # 50

ETHNICITY of ARRESTEE

EDIT TYPE: 1 Character Alpha

REQUIREMENTS: 1) If entered, must be a valid code.
(Error Messages 16004)

NOTES: The ethnic origin of the arrestee is to be entered into this data element.

ALLOWED ENTRIES: Enter only one (1) code **per Arrest Segment:**

H - Hispanic Origin

N - Not of Hispanic Origin

U - Unknown

DATA ELEMENT # 52 DISPOSITION of ARRESTEE UNDER 17

EDIT TYPE: 1 Character Alpha

- REQUIREMENTS:**
- 1) Must be a valid code.
(Error Messages 16004)
 - 2) Must be entered if arrestee age is under 17.
(Error Messages 16052)
 - 3) Cannot be entered if arrestee age is 17 or over.
(Error Messages 16053)
 - 4) Data Element # 52 was not entered, but Data Element #47 (Age of Arrestee) indicated an age for a juvenile. Note that when the age is for a juvenile, the disposition must be entered.
(Error Message 16040)**

NOTES: This data element is to be used only if the arrestee was 16 years of age or younger at the time of arrest.

ALLOWED ENTRIES: Enter only one (1) code **per Arrest Segment (for Juveniles only):**

- D - Handled Within the Department and Released (e.g., released to parents, released with warning, etc.) **(reported to NIBRS as a "H")**
- J - Referred to Juvenile Court or Probation Department **(reported to NIBRS as a "R")**
- W - Referred to Welfare Agency **(reported to NIBRS as a "R")**
- P - Referred to Other Police Agency **(reported to NIBRS as a "R")**
- A - Referred to Criminal or Adult Court **(reported to NIBRS as a "R")**

- EXAMPLE:**
- (1) The arrestee, age 13, who was arrested for vandalizing a school, was released to his parents with a warning. The entry should be "D" = Handled Within the Department and Released.
 - (2) The arrestee, age 16, who was arrested for rape, was turned over to the Adult Court to be tried as an adult. The entry would be "A" = Referred to Criminal or Adult Court.

DATA ELEMENT # L54 STATION/DIVISION/PRECINCT IDENTIFIER

EDIT TYPE: 6 Character Alpha

REQUIREMENTS: None

NOTES: This field is optional and is for the reporting agency's use in locating incidents.

DATA ELEMENT # L55 ARREST TRANSACTION NUMBER (ATN) for LOUISIANA

EDIT TYPE: 15 Character Alpha/Numeric

REQUIREMENTS: 1) Must be present if fingerprints are submitted into the Bureau of Identification of the Louisiana State Police.

NOTES: This data element will be generated by the live scan when fingerprinting an arrestee or would be a preassigned number generated and assigned at the time of the fingerprinting. This ATN number is defined as:

Characters 1-4 would be the 4th, 5th, 6th, and 7th characters of the ORI number of the agency that made the arrest or where the live scan device is housed.

Character 5 would be the live scan device number assigned to the device being used to generate this arrestee's fingerprints.

Characters 6-7 would indicate the year this arrestee's fingerprints are being scanned into this device.

Characters 8-12 would be the arrest sequence number for this arrest event. This is a number counter which sequentially assigns a number to each arrest event.

Characters 13-15 would indicate the number of charges being assigned to this arrestee at the time these fingerprints are being scanned. For instance, if an arrestee is being charged with 5 counts of aggravated battery for this arrest, the number generated would be "001" through "005."

This data element will be used to facilitate crime analysis. Arrest Transaction Number is the number assigned when an arrestee is fingerprinted on the Automatic Finger Print Information System (AFIS). This data element can be sent on every arrestee, but is only mandated if the Louisiana Revised Statute is a felony arrest or charges required fingerprints.

MASTER LIBRS/LRS CODE TABLE